



Position Description

Title:	Support Accountant	Location:	Toowoomba Catholic Schools Office
Reports to:	Support Accounting Team Leader	Classification:	Professional Officer Level 3
Directorate:	Finance, Infrastructure and Information Services	Tenure:	Permanent, Full time

1. Purpose

The Support Accountant supports the financial sustainability of Diocese of Toowoomba Catholic Schools (TCS) and Diocese of Toowoomba Catholic Kindergartens and Care (TCKC) through the delivery of professional financial support and advisory services to schools, kindergartens and outside school hours care services. This position works in a team environment to assist with maintaining efficient, accurate, and reliable accounting records to achieve effective financial management, whilst ensuring compliance with external reporting requirements of the system as a whole.

2. Experience and qualifications

Essential

- empathy with the values and ethos of the Catholic faith
- relevant tertiary qualification in Accounting or a related field
- effective relationship building and influencing skills
- demonstrated experience working with the Microsoft suite of products
- advanced interpersonal and communication skills
- demonstrated knowledge, experience and success in financial management and financial compliance
- a current Class C driver licence and the willingness to travel to schools within allocated school regions
- a current blue card for working with children issued by Blue Card Services, or the willingness and ability to obtain one prior to commencement

Desirable

- CA or CPA professional membership
- general knowledge in financial management within the education industry

3. Key result areas

- 3.1 assist the Support Accounting Team Leader in the provision of accurate, professional, financial advice to school leadership and school finance personnel to ensure that schools meet their financial, accounting, and compliance obligations
- 3.2 assist the Manager: Finance in the provision of business management and compliance services, and financial advice to Diocese of Toowoomba Catholic Kindergartens and Care (TCKC)
- 3.3 assist the Director: Finance, Infrastructure and Information Services and Manager: Finance with financial and management accounting duties, as required
- 3.4 collaborate and communicate with others to ensure that high professional standards are met
- 3.5 contribute to and promote the development, alignment, attainment, and review of the strategic goals for Diocese of Toowoomba Catholic Schools (TCS)
- 3.6 complete other duties that are directed as needs change or grow, if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations

4. Statement of responsibility

While at work the role holder must

- take reasonable care for his or her own health and safety
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- comply, so far as the role holder is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the Work Health and Safety Act
- cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

5. Statement of duties

The information detailed above is an accurate reflection of this role. Attached to this role description is a **duties statement** that covers a selection of activities in which the incumbent might engage. The list is neither prescriptive nor exhaustive.

Duties statement

Support Accountant

3.1 Assist the Support Accounting Team Leader in the provision of accurate, professional, financial advice to school leadership and school finance personnel to ensure that schools meet their financial, accounting, and compliance obligations

- provide high level consultancy services to school administration and leadership teams in relation to school financial operations and performance
- build financial capabilities and professional expertise within school administration and leadership teams by providing training, coaching, and assistance in school financial management
- assist in ensuring that accounting systems are maintained, including quality assurance of the completeness, accuracy, and timeliness of transactions
- support schools in the development of both short term and long term operational and capital budgets to ensure viability of future school operations
- provide information to assist with the completion of the annual fringe benefits tax (FBT) return
- assist the Facilities Development Manager with advice for school master planning and associated capital funding
- complete annual audit workpapers and liaise with schools and auditors, as required, as part of the external audit
- undertake quarterly reviews of schools' financial reports, including communication with school administration and leadership teams, and provide updates to Senior Education Leaders
- administer relevant federal and state legal, funding, and compliance requirements
- assist in the preparation of the annual Financial Questionnaire for all schools
- assist in the research, development, and implementation of accounting policy, procedure, and controls

3.2 Assist the Manager: Finance in the provision of business management and compliance services, and financial advice to Diocese of Toowoomba Catholic Kindergartens and Care (TCKC)

- oversee the day-to-day management of services provided to TCKC for financial operations and processes
- prepare all accounting and monthly reconciled reporting and short-term to long-term forecasting functions, in collaboration with the TCKC leadership team
- provide monthly and/or quarterly management reporting, including year to date actuals against budget, debt management reporting, and other compliance reporting to the TCKC leadership team and Manager: Finance
- prepare and maintain TCKC asset depreciation registers
- contribute to regular TCKC payroll and human resources-related discussions
- build financial capabilities and professional expertise within TCKC administration and leadership teams by providing training, coaching, and assistance in financial management
- assist in ensuring that the TCKC accounting systems are maintained, including quality assurance of the completeness, accuracy and timeliness of transactions
- provide information to assist with the completion of the annual fringe benefits tax (FBT) return for TCKC

- prepare and submit to the Australian Taxation Office (ATO) the monthly Business Activity Statements (BAS) for TCKC, ensuring that all GST items are coded correctly and relevant accounts reconciled prior to lodgement
- complete annual audit workpapers, liaising with auditors as required
- administer relevant federal and state legal, funding, and compliance requirements for TCKC
- assist TCKC through the research, development, and implementation of accounting policy, procedure and controls

3.3 Assist the Director: Finance, Infrastructure and Information Services and Manager: Finance with other financial and management accounting duties, as required

- provide support with the production of financial reports and associated analysis, as required

3.4 Collaborate and communicate with others to ensure that high professional standards are met

- maintain highly functional and collaborative working relationships with colleagues by interacting effectively, contributing to discussions and seeking advice
- understand and accept the contributions of others in a multi-disciplinary and collaborative environment to provide a highly competent and seamless service to Diocese of Toowoomba Catholic Schools (TCS)
- establish and maintain effective communication networks with internal and external stakeholders and work collaboratively with stakeholders

3.5 Contribute to and promote the development, alignment, attainment, and review of strategic goals for TCS

- contribute as a member of the Finance, Infrastructure and Information Services Directorate (FIIS) to achieve the strategies set out in the TCS Strategic Plan
- participate fully in annual goal setting, monitoring and review of performance in collaboration with the Support Accounting Team Leader
- attend professional development as appropriate
- document and report on the progress of strategic initiatives of FIIS and the TCS Strategic Plan, as required

3.6 Complete other duties that are directed as needs change or grow, if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations

- the employer may direct an employee to carry out such duties as are reasonable within the limits of the employee's skill, competence and training; consistent with the classification structure within the current agreement
- any direction issued by the employer shall be consistent with the employer's responsibilities to provide a safe and healthy work environment