



Role Description

Title:	Systems Accountant	Location:	Toowoomba Catholic Schools Office
Reports to:	Manager: Finance	Classification:	Professional Officer Level 4
Directorate:	Finance, Infrastructure and Information Services	Tenure:	Permanent, Full time

1.0 Purpose

The Systems Accountant is responsible for the integrity and continual improvement of the Diocese of Toowoomba Catholic Schools (TCS) Financial Management Information System (FMIS) and related systems, through consultation with key stakeholders and end-users.

2.0 Experience and qualifications

Essential

- degree level tertiary qualification in accounting or a related, relevant discipline and three to five years' relevant experience
- demonstrated knowledge and experience in supporting, implementing, and managing financial management information systems with a focus on continual improvement
- experience in developing system generated reporting that meets and exceeds stakeholder expectations
- advanced spreadsheeting skills
- highly defined analytical and problem-solving skills
- demonstrated experience in stakeholder liaison, using effective relationship building and influencing skills
- advanced interpersonal and communication skills, including demonstrated high levels of verbal communication and listening skills
- demonstrated experience working with the Microsoft suite of products, including Office 365
- a current Class C driver licence and the willingness to travel
- empathy with the values and ethos of the Catholic faith

Desirable

- demonstrated experience in the support and utilisation of Dynamics Business Central software
- financial management experience in a primary and/or secondary education setting

3.0 Key result areas

- 3.1 lead the development, implementation, management and support of the TCS FMIS, with a focus on continual improvement
- 3.2 implement and maintain strong, internal controls through system administration of the FMIS and related systems

3.3 provide key support for the management and timely implementation of key system upgrades and testing

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

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

4.0 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.

5.0 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

Systems Accountant

3.1 Lead the development, implementation, management and support of the Diocese of Toowoomba Catholic Schools (TCS) Financial Management Information System (FMIS), with a focus on continual improvement

- champion the effective use of the FMIS and related systems to support the successful delivery of accounting services in TCS schools and the Toowoomba Catholic Schools Office (TCSO)
- lead the development and maintenance of FMIS reporting across consolidated functions, organisation-wide
- develop and maintain policies and supporting procedures to define and support existing and transformed business processes and workflows
- evaluate user requests for changes to an existing or new business process configuration, and recommend appropriate action
- proactively investigate and identify opportunities for systemic improvement in consultation and collaboration with TCS stakeholders, system users and external providers
- in partnership with other key stakeholders in the Finance, Infrastructure and Information Services directorate (FIIS), coordinate the training of staff in processes and FMIS functions
- manage chart of accounts design and maintenance for all associated TCS companies

3.2 Implement and maintain strong, internal controls through administration of the FMIS and related systems

- use high level problem-solving skills and extensive accounting knowledge to review FMIS performance, investigate and propose solutions, and resolve system issues
- maintain delegation and authority limits and processes in accordance with organisation-wide financial management procedures
- manage user access profiles and user setup within the FMIS
- liaise with TCS auditors relating to financial management system administration matters and audit requirements
- work collaboratively with external vendors and IS to ensure optimal integration with related systems, as required
- escalate incidents to application vendors and support partners, when required
- coordinate system activities required for annual FMIS rollovers

3.3 Provide key support for the management and timely implementation of key system upgrades and testing

- coordinate and conduct testing activities to ensure that new FMIS releases and related integrated system upgrades are rigorously tested before going live in the production database
- maintain knowledge of the latest FMIS capabilities, and promote areas where the product can add value to TCS
- coordinate effective communication to end-users for key system upgrades

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

- use extensive knowledge and experience of accounting and FMIS to responsively engage with a wide range of stakeholders, including school staff, FIIS, and external vendors
- 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
- establish and maintain effective communication networks and work collaboratively with internal and external stakeholders

3.5 Contribute to and promote the development, alignment, attainment, and review of strategic goals for the Diocese of Toowoomba Catholic Schools

- contribute as a member of 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 Manager: Finance and the Director: FIIS
- attend professional development and team days as appropriate

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