

Role Description



POSITION TITLE:	Financial Accountant
TEAM LEADER:	Manager: Finance and Accountability
LOCATION:	Ballarat
DATE:	June 2022

Organisational Tradition and Context

Diocese of Ballarat Catholic Education Limited (DOBCEL) is a company limited by guarantee, created to govern 58 schools located across Western Victoria. DOBCEL and its administrative arm, Catholic Education Ballarat (CEB) work together to support the leadership of Catholic Primary and Secondary schools, to promote Catholic identity, to deliver quality learning, provide effective stewardship and nurture respectful and trusting relationships with the community.

The Executive Director of Catholic Education Ballarat acts with a delegation from the Bishop of Ballarat to organise, administer, support and service all matters related to DOBCEL Schools and Catholic Education Ballarat.

Our Vision

As partners in Catholic education and open to God's presence, we pursue fullness of life for all.

Our Mission

We journey towards this vision through:

- proclaiming and witnessing the Good News of Jesus Christ;
- ensuring quality learning that promotes excellence and fosters the authentic human development of all;
- living justly in the world, in relationship with each other and in harmony with God's creation;
- exploring, deepening and expressing our Catholic identity in diverse ways;
- enabling each one of us to reflect more fully in the image of God.

Role Purpose

The Finance Accountant will be to provide support and direction to schools in the Diocese of Ballarat in matters of business and finance. This role will have a strong accounting knowledge and the ability to work efficiently and effectively across the major finance functions under the direction of the Manager: Finance & Accountability. This role will work with both CEB office finance team and directly with schools.

This position will be part of the Finance Team within Business Services. The major accountabilities for this role will be:

Governance, audit, support and direction

- Assist with the delivery of high-quality reporting
- Respond to finance queries in a timely manner and to a high standard
- Complete internal audits and assist with all finance functions
- Communicate with external auditors, principals and finance officers

Financial reporting

- With a strong attention to detail, interpret and apply the accounting standards
- Assist with year-end preparation and audit
- Prepare annual financial statements for schools (AFS)
- Prepare internal reporting with commentary
- Preparation and maintain budgets, cashflow, five-year forecasts and other reporting as required by policy
- Assist with performing all necessary finance/payroll reconciliations as required
- Support financial inductions for principals/finance officers and business managers
- Monitor and assist schools where required with their doubtful debt management
- Review and report expenditure by credit card holders
- Implement and review policies
- Assist and or complete BAS/FBT/Workcover returns
- Assist with calculating and performing any payroll related adjustments, including backpays, terminations, and salary adjustments partnering with payroll team and HR team
- Assist to implement financial software
- Other finance duties as required by the Manager: Finance & Accountability

Team work and communication

- Participate as a valued team member promoting and contributing to team meetings and a positive work environment
- Contribute to finance and adhere to timelines
- Maintain confidentiality and demonstrate compliance with Privacy Legislation
- Maintain a professional relationship with all internal and external partners
- Communicate effectively with all partners using appropriate channels, utilising appropriate formal and informal communication techniques
- Receive direction from Managers and ensure accountability of responsibilities

Training and development

- Develop and maintain excellent knowledge of finance software
- Attend all mandatory and recommended training

Key Responsibilities

It is not the intention of this role description to limit the scope or accountabilities of the position but to highlight the most important aspects. The accountabilities described may be periodically altered in accordance with changing organisational needs.

Under the direction of the Team Leader/Manager, this role will:

- Provide a strong level of financial expertise
- Demonstrate high standards of financial performance and high level of attention to detail
- Provide financial direction and support to schools
- Deliver high-quality reporting
- Complete AFS and monthly and year-end functions
- Assist with finance responsibilities within the finance team
- Other duties as required

Other

- carry out all other duties within the limits of the employee's skill, ability and competence, as may be directed from time to time
- It is not the intention of this position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position
- The accountabilities described within may be altered in accordance with the changing requirements of the role
- The employee is expected to comply with and demonstrate a positive commitment to upholding all DOBCEL policies, procedures, and work instructions

Skills, Capabilities and Key Selection Criteria

To be successful in this role the employee needs to have the following skills and capabilities:

- Must be CPA or CA qualified
- Meticulous attention to detail and accuracy
- Strong customer service experience and ability to communicate to non-financial staff
- Experience in managing and monitoring the budget including resource allocation and deployment of resources to meet priority of needs
- Demonstrated high level experience in financial reporting and interpretation of accounting standards
- Preferable (but not required) to have payroll experience
- Must have high level excel skills
- Highly organised with the ability to handle competing priorities

Essential Requirements

The following are requirements for this position:

- a commitment to work within and align to the DOBCEL Vision and Mission;
- current Victorian or National Police Check;
- current Working with Children Check (if not VIT registered);
- current Victorian Driver's Licence.

Responsibilities of all Catholic Education Ballarat Employees

Safeguarding of Children and Young People

All DOBCEL employees must:

- conduct themselves in accordance with the DOBCEL Safeguarding Children and Young People Code of Conduct and the CECV Commitment to Child Safety;
- take all appropriate action to reasonably protect children and young people, including being aware of all mandatory reporting obligations.

Health and Safety

DOBCEL is committed to providing a work environment that is safe and free of risks to health.

To achieve this all employees must:

- take reasonable care for their own health and safety and the safety of others;
- provide all relevant information regarding any medical condition that may require Emergency Services to be called; or that could impact on their ability to perform their duties;
- not 'intentionally or recklessly interfere with or misuse' anything provided at the workplace;
- report all hazards and incidents as required.

Partnering and Communication

All employees have a responsibility to demonstrate positive and effective communication.

To achieve this all employees must:

- promote a culture of partnering and collaboration;
- ensure appropriate and professional language is demonstrated in every interaction;
- provide timely support to maintain teamwork;
- maintain effective and professional relationships with all internal and external stakeholders.

Performance and Professional Development

All employees have a responsibility to undertake continuous professional development.

To achieve this all employees must:

- participate in regular team meetings as required;
- develop individual action and development plans, aligned to organisational and role priorities;
- participate in performance review processes as required;
- complete all mandatory training required as an employee of DOBCEL;
- comply with all expected professional expectations and codes of conduct as outlined by DOBCEL or the relevant regulatory and professional body;
- continuously update knowledge appropriate to the role.

Policy

- All employees are expected to comply with and demonstrate a positive commitment toward upholding all DOBCEL policies, procedures, and work instructions.