

## Position Description

<b>Position Title</b>	Financial Accountant (Maternity Leave Position)
<b>Department</b>	Business Services
<b>Reports To</b>	Finance Manager

### Overview:

SEDA College (Victoria) is an independent, co-educational Senior Secondary College.

At SEDA College we believe that student success is achieved through educational experiences that challenge and inform our students' perspectives on the world.

These beliefs are underpinned by an educational philosophy that is based on the principles of applied learning and our College's core values.

- Growth
- Resilience
- Empathy
- Accountability
- Teamwork

Our philosophy commits us to developing students who are:

- Passionate about reaching their personal and professional potential.
- Proactive and resilient in both their personal and public lives.
- Productive and compassionate contributors to the wellbeing of their community.
- Professional and collaborative in the workplace.

We believe that students in the post compulsory years should be treated as young adults and given opportunities to develop their independence in a supportive environment where they are nurtured and allowed time to mature and develop the personal attributes that will help them be successful in both their personal and professional lives. Our aim is for graduates to leave the College as mature, informed, resilient, independent and capable young adults as they make their transition from school to employment or further study.

The College believes that students will achieve more when their education is delivered through a model that is; relevant to their passion, applied, informed by industry and community expectations and delivered by a teacher that knows them well and differentiates their program accordingly.

The College programs attract a group of young people who want their education experience to be 'real-life' and authentic.

SEDA College is committed to Child Safety and the creation of an environment in which all young people feel safe, included and welcome. All staff have a responsibility to contribute to this environment and ensure that they interact with students in a manner that actively promotes the rights of young people. As part of induction staff are trained and informed of their obligations with respect to the safety of young people.

### Position Overview

The position is responsible for financial management reporting and end of month adjustments and managing the Accounts Receivable and Payable function with three direct reports, as well as compliance related matters and assisting with Payroll. This role will work closely with other members of the Finance and Administration Teams and Business Services Team members.

### Key Responsibilities

Accountabilities	Overview
<b>General Finance</b>	<ul style="list-style-type: none"> <li>• Process end of month general ledger journals into Synergetic</li> <li>• Complete end of month general ledger reconciliations</li> <li>• Manage the Accounts Payable function, reconcile key accounts and review and approve Creditor Payments</li> <li>• Assist with the processing of Creditor Payments as required</li> <li>• Manage the Accounts Receivable function including Debtor analysis, payment plan tracking, work for the A/R team and escalation of difficult debtors, as required</li> <li>• Assist with the processing of Debtor Charges, receipting and debt collection</li> <li>• Assist with the processing of monthly Payroll as required</li> <li>• Liaise with staff in relation to general finance matters</li> <li>• Assist with Special Projects for the Finance Team as required</li> </ul>
<b>Reporting</b>	<ul style="list-style-type: none"> <li>• Prepare the monthly management reports including Profit &amp; Loss Statement, Balance Sheet, and Cash Flow Statement</li> <li>• Assist with the preparation of monthly analysis of variances between actual results and budget/forecast</li> </ul>
<b>Statutory Compliance</b>	<ul style="list-style-type: none"> <li>• Assist with the preparation for the financial audit</li> </ul>
<b>Teamwork / Leadership</b>	<ul style="list-style-type: none"> <li>• Lead the day-to-day activities of the Accounts Payable and Accounts Receivable Team</li> <li>• Work collaboratively as an effective team member whilst generating ideas and demonstrating communication within the Business Services team and with colleagues</li> <li>• Coach, mentor and develop staff in the Accounts Payable and Accounts Receivable Team</li> <li>• Provide guidance and support in relation to finance matters to staff within the organisation as required</li> </ul>
<b>Policies and Procedures</b>	<ul style="list-style-type: none"> <li>• Maintain finance policies and communicate these as required</li> <li>• Maintain documentation of all finance processes and procedures</li> <li>• Assist with continuous improvement of finance processes and procedures</li> <li>• Follow the College policy on Child Safety and Reporting Obligations</li> <li>• Adhere to the expectations described in the Staff Code of Conduct</li> </ul>

Accountabilities	Overview
<b>Associated Duties</b>	<ul style="list-style-type: none"> <li>• Undertake other duties which are appropriate to the level of the position, as directed by the Finance and Administration Manager</li> <li>• Act in accordance with SEDA College's values and policies and procedures</li> <li>• Cooperate with all health and safety policies and procedures and take all reasonable care for their own and others health and safety</li> <li>• Maintain a valid Working With Children Check</li> </ul>

Key Selection Criteria
<p><b>Skills and Experience</b></p> <p><b>General</b></p> <ul style="list-style-type: none"> <li>• Previous experience in a similar role.</li> <li>• Understanding of office culture and environment.</li> <li>• Strong administrative skills and attention to detail.</li> <li>• Demonstrated ability to lead and develop people.</li> <li>• High level written and spoken communication skills.</li> <li>• High level interpersonal skills.</li> <li>• High level of self organisation.</li> <li>• Must be flexible, able to adapt and be motivated by working in a fast paced, dynamic environment.</li> <li>• Demonstrated relevant experience and high-level proficiency with Microsoft Office Programs such as Word, Excel, PowerPoint, and Outlook.</li> <li>• Experience with Synergetic or other accounting software systems.</li> <li>• Previous experience in a school setting would be highly regarded.</li> </ul> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Qualification in accounting is required.</li> <li>• CA/CPA qualified preferred but not essential.</li> <li>• A valid Working with Children Check is required for this position.</li> </ul> <p>A six month probation period applies to full and part time positions of more than 6 months.</p>

The list of responsibilities herein is not intended to be all-inclusive, and may include additional responsibilities as required and assigned. It may become necessary to modify/change these position responsibilities from time to time.

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***Position Description Acceptance***

*I \_\_\_\_\_ (Incumbent Name) have read and, understood the above Position Description and agree to carry out the duties listed in my position description.*

*Signed ..... Date .../...../.....*