



## Loyola College Position Description

### Financial Accountant

#### **Role:**

The Financial Accountant reports to the Business Manager and is accountable to the Principal. This is a key role within the Finance department and responsibilities are varied.

#### **Key Responsibilities:**

##### **General Ledger**

- Reconcile GL clearing accounts, LSA clearing and GST accounts.
- Create and process general ledger journals as required.
- Control and check integrity of General Ledger accounts each month.
- Complete weekly CBA bank reconciliations and quarterly reconciliations of CDF accounts.
- Analyse monthly performance (income & expenditure) reports.
- Produce and distribute Departmental/Faculty monthly financial reports and monitor performance against Budget.
- Reconcile Restaurant takings weekly and regularly report on financial status of Restaurant.
- Maintain the Fixed Assets Register and reconcile Assets to GL monthly.
- Maintain/Reconcile Work In Progress (WIP) accounts and create assets when required.
- Provide Income & Expenditure reports to Loyola Community Groups (e.g. LCAA, LPFA).
- Review/update/report bank accounts for LPFA & Presentation Ball Committee.

##### **Insurances**

- Process and control general insurance claims including student claims.

##### **Tax Compliance**

- Complete monthly BAS return.
- Complete annual FBT return.

##### **Budgeting process**

- Control/maintain/reconcile accounts and budgets for overseas and local tours/trips.
- Follow up payments of all (non-fee) tax invoices and rental property/accommodation payments.

##### **Other**

- Provide advice/guidance to other Finance team members.
- Oversight of the student bus service.
- Complete Tour Agreements (with travel company Terms & Conditions).
- Assist the Business Manager with other finance/administrative duties as required.
- Assist the Business Manager with the annual Budgeting process.
- Approve non fee charges (such as music, facilities hiring, accommodation rents).
- Assist the Business Manager with the preparation of the year-end audit and completion of MACS templates.
- Review and reconcile the annual student tuition invoicing.
- Review and approve invoicing for overseas and exchange students' trips.
- Supervise/assist with the annual archiving of Finance documentation and the destruction of outdated records as required.
- Contribute to process improvements and efficiencies within the finance department.
- Assist with special projects and ad-hoc financial analysis as assigned.

### **Personal Traits:**

- Ability to work with a minimum of supervision.
- Excellent analytical and problem-solving skills.
- Detail-oriented with a high level of accuracy in work.
- Strong communication and interpersonal skills, with the ability to work effectively in a team environment.
- Ability to prioritise tasks and manage time effectively to meet deadlines.
- Commitment to maintaining confidentiality and handling sensitive financial information with discretion.
- A commitment to ongoing professional development.

### **Specific skills:**

- Minimum of 3-5 years of experience in accounting or finance, preferably in an educational or non-for-profit setting.
- Strong knowledge of accounting principles and procedures.
- Proficiency in accounting software and ERP systems; experience with systems such as Synergetic, Oracle, or similar systems.
- Advanced proficiency in Microsoft Excel for financial analysis and reporting.

### **Hours of Duty:**

This is a full-time role (FTE 1.0) of 38 hours per week. The proposed hours are Monday to Friday: 8.30am – 5.00pm, with an unpaid lunch break of 45 minutes. The hours may vary, and some overtime may be required from time to time.

### **Salary, conditions, and benefits:**

- The conditions of the Catholic Education Multi Enterprise Agreement (CEMEA) 2022 apply to this position and is Education Support Employee, Category A, Level 4 that receives four weeks annual leave to be taken over the student vacation as arranged with the Business Manager (except that the last full week of January is usually not available for leave).
- The salary level is based on experience and qualifications.
- Superannuation and Leave Loading will be paid as part of the CEMEA 2022 agreement and current government legislation.
- A discount of approximately 15% of tuition fees and pro-rata for part-time staff applies to children attending the College and is granted at the discretion of the Principal.
- Salary sacrifice options, such as Superannuation, are approved by the Principal.

### **Child Safety**

- Be familiar with and comply with the College's Commitment to Child Safety, Child Safety Policy, Safeguarding Children and Young People – Code of Conduct and any other policies or procedures relating to child safety.
- Hold a current Working with Children Check and Police Record Check.