



Application Package Financial Accountant

Carey is a highly relational community of faith on mission in the world. As such, how we live and serve together matters. Mission, faith and relationships are three words that are used to describe Carey. In order to ensure that we remain a relational community of faith on mission in the world, we have identified a number of core values that we believe are essential in shaping us as a community.

- **Kindness:** a concern for others, which compels us to act for their good.
- **Courage:** the willingness to act well in the face of uncertainty and fear, and a willingness not to settle for mediocrity.
- **Respect:** sensing and honouring the God-given worth in another. We recognise the value of those we serve and that they deserve our best.
- **Humility:** embracing a clear perspective for one's place with God and others and seeking to benefit others above ourselves.
- **Integrity:** being honest and consistently living out our moral principles, whether seen or unseen.

The gospel is the foundation from which we serve, in an environment that respects the diversity of our students, their families and the broader community. As such we believe that we 'earn the right to speak' by operating in an environment that values kindness, courage, respect, humility and integrity.

Overview of Job Function

The position will be responsible for day-to-day accounting functions within the Group. The main focus would be to maintain accurate and complete accounting records for all entities within the Carey Group.

Duties

The Financial Accountant will report to the Finance and Systems Manager and will be responsible for the operational accounting functions and the operational supervision of accounting staff. The typical duties of the Financial Accountant are, but not limited to:

Accounting

1. Month end reporting: preparing the monthly profit and loss statement (final trial balance level);
2. Month-end reporting: Balance Sheet and General Ledger reconciliations;
3. External compliance reporting (Financial Questionnaire, census etc.);
4. Cash Flow and Treasury Management: Preparing cash flow statements and maintaining bank mandates;
5. Payroll review and sign-off;
6. BAS/FBT compliance, review, completion and submission;
7. Maintaining a complete and accurate Fixed Assets register;
8. Assisting with the preparation of year-end accounts and statutory accounts;
9. Responding to financial inquiries by gathering and interpreting data;
10. Responsible for monitoring financial and internal controls;
11. Assisting with budgets (loading and monitoring);
12. Managing and training staff when necessary.

Accounts Team

1. Participate as an effective Accounts team member, supporting other team members in peak work load, or other times, and providing cover for them where required.
2. Supervising, planning and leading the day-to-day functioning of the Accounts team.

Other

1. Attend team meetings;
2. Other duties as required by the Finance and Systems Manager.

Essential Attributes

1. Friendly disposition - enjoys engaging with a high number of students, parents and staff members;
2. Numerate with an understanding of accounting processes, specifically month-end & year-end;
3. Accuracy and efficiency in processing;
4. Computer literacy, including MS Office (advanced Excel skills);
5. Good communication skills especially when discussing complex processes with staff.
6. Able to deal with confidential information appropriately.
7. Professional qualification (e.g. CPA) or Accounting degree with articles.

Critical Behaviours

1. Accountability: giving and taking responsibility for our actions;
2. Focus: prioritising where time and resources are spent;
3. Driving performance: deliver on our promises;
4. External perspective: acting with our parent, students, stakeholders and regulators in mind;
5. Challenge: improving the outcome by giving and receiving ideas;
6. Collaboration: working together to continue to seek ways to improve efficiencies and service to the Carey Group;
7. Respect: treating each other with integrity and dignity.

Desirable Attributes

1. Previous School experience will be advantageous;
2. Excellent time management skills;
3. Knowledge of Synergetic or Xero advantageous;
4. Professional presentation;
5. Must have good communication skills both written and verbal;
6. Previous supervisory or team leader experience.

Key Terms and Conditions

As per the Fair Work Australia developed Educational Services (Schools) General Staff Award 2010.

Salary offer:

- Basic salary range: \$90,000 and \$91,500 per annum. plus;
- 9.5% superannuation;
- Leave loading;
- 4 weeks annual leave;
- This is a full-time position

Other:

- Subscribe to and live Carey's faith statement;
- Working with Children check;
- Police clearance.

Application Requirements

1. A completed Carey Baptist College Non-Teaching Application Form.
2. Include a covering letter briefly outlining your own 'spiritual journey' and faith decision.
3. A current Pastor's Reference.
4. A copy of your Working with Children Check and National Police Clearance (if available).

Applications close 5pm Friday 5 July 2019