

POSITION DESCRIPTION

DATE:	February 2024
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POSITION:	Accountant
DEPARTMENT:	Business and Administrative Services
RESPONSIBLE TO:	Principal through the Business Manager
REPORTS TO:	Finance Manager

POSITION CONTEXT

This position description should be read in conjunction with the attached Guiding Philosophy document of Cannon Hill Anglican College.

All staff are required to:

- Consistently demonstrate the values of the College and promote its ethos, mission and vision.
- Abide by the Code of Conduct for Anglican Schools and Education and Care Services, and other College policies, procedures and practices.
- Consistently demonstrate professional competence and apply contemporary knowledge and innovations in educational and professional practice.
- Consistently maintain confidentiality and overt support for the College.
- Provide appropriate support and pastoral care for students and fellow staff by fostering quality relationships.
- Play an active role in supporting the cleanliness and safety of the College site.
- Encourage cooperative parent contact and foster positive community attitudes toward the College.
- Undertake other reasonable and relevant duties within skills, knowledge and capabilities and as directed by the Principal or their representative.
- Follow safe working procedures developed for the College and obtain and hold for the duration of employment, a current Suitability Notice (Blue Card).

POSITION OVERVIEW

The Accountant is expected to support the College community (Principal, staff, students and parents) in the continued promotion of the philosophy of the College which is founded on the Mission Statement.

The Accountant will display professionalism, confidentiality, discretion and integrity, and will demonstrate a close personal alignment with the ethos, values, Mission and Vision of the College. The Accountant requires a high level of financial expertise and an approach which is meticulous in its attention to detail. This position requires a high level of personal organisation and an ability to work to deadlines. The ability to maintain confidentiality is critical.

This position works closely with the Finance Manager to ensure the smooth operation of the finance function and to implement financial plans, policies, objectives and strategies for the effective management of the College's financial resources.

This position works closely with teaching and services staff to support the core business of the College.

ORGANISATIONAL ENVIRONMENT

Cannon Hill Anglican College is a dynamic Christian learning community which strives to offer a balanced and holistic educational environment, in order to develop the intellectual, social, physical, emotional, aesthetic and spiritual dimensions of each of its members. Cannon Hill Anglican College is based on the principles and traditions of the Anglican Church and fosters among its students, staff and parents a lifestyle based on Christian values.

Commitment to the development of the College and its reputation, in the community, consistent with its mission, vision, ethos and Anglican Identity.

VISION

Cannon Hill Anglican College - distinctively innovative, successful and sustainable Anglican co-education.

ORGANISATIONAL EXPECTATIONS

- All employees are expected to respect the confidentiality of the individual, and to treat all members of the College community with courtesy.
- All employees are bound by the requirements of the College's policies, procedures, and any other practices (such as the Code of Conduct) and are expected to provide appropriate support and pastoral care to students of the College.
- Cannon Hill Anglican College is committed to maintain a healthy and safe work environment. Everyone must adhere to the Work Health and Safety Act 2011.
- As a condition of employment employees are expected to obtain and hold for the duration of employment, a current Suitability Notice (Blue Card).
- All staff are required to familiarise themselves with the College Child Protection Policy.
- With regard to student behaviour, a non-teaching staff role is not to actively discipline a student but rather one of observance and reporting (to the appropriated teacher or Deputy Principal) of any misdemeanour so that sanctions may be invoked where required. However, within the staff's duty of care it may be necessary to step in when a situation is unsafe, or a student is at risk.
- All employees recognise and accept that multi-skilling is an essential component of the College and all employees may be required from time to time to undertake duties that are outside their normal position description but within their skills, competency and capability.
- Much of the information gleaned by staff during their duties is confidential and should be treated as such. Staff shall not use confidential information to gain advantage for themselves, their related persons or for any person or body, in ways which are inconsistent with their obligation to act impartially. Nor should such information be used improperly to cause harm or detriment to any person, body, or the College.
- Proof of qualifications will also be required prior to commencement.

RELATIONSHIPS AND AUTHORITY

Work is carried out with little supervision exercised through a reporting structure. This position requires very high-level communication skills and initiative in the application of professional practices, professional advice to staff and other stakeholders.

This position requires extensive or relevant financial experience with formal accounting qualifications and professional memberships. The Accountant is accountable for the quality of their work.

This position is responsible Principal through the Business Manager and reports to the Finance Manager for the day to day performance of duties.

This position is responsible for approval of expenditure and payments in accordance with the College's Financial Delegations Policy.

The person in this position is expected at all times to act in a manner consistent with the Anglican ethos.

KEY RESPONSIBILITIES**1 Financial Management**

- Ensuring purchasing procedures and processes are approved within budget and delegation limits.
- Regular cash flow analysis and cash management including review of bank reconciliations.
- Approve payments of expenditure within delegated authority limits.
- Maintenance of general ledger account reconciliations.
- Maintenance of the Fixed Asset Register.
- Understanding tuition fee processing steps and providing backup to the Assistant Accountant, as required.
- Assist with the preparation of monthly finance reports for presentation to the Finance Committee including Income Statement, Balance Sheet, Statement of Cash Flows, Key Performance Indicators and other relevant reports.
- Preparation of Australian Taxation Office requirements such as but not limited Business Activity Statements and Fringe Benefits tax return.
- Assisting with other finance compliance requirements such as the annual workcover declaration and group salary continuance reporting.
- Assisting with Commonwealth and State grant applications and grant acquittals.
- Assisting the Risk & Compliance Manager with collating information for insurance providers, as required.
- Ensuring internal control systems and in place and operating effectively.
- Assist with the preparation of the annual budget.
- Assist with the annual audit process including preparation of annual statutory financial statements.
- Other duties as directed by the Finance Manager.

2 Payroll

- Review and approve the fortnightly payroll ensuring all employees are paid accurately in accordance with Letters of Offer, Enterprise Agreements and relevant legislation.
- Ensure payroll deductions including superannuation are paid within required timeframes.
- Assist with calculating annual leave and long service leave provisions and accruals.
- Backup to the Assistant Accountant for payroll processing as required.

3 Finance Office Operations

- Assisting Finance Office staff to ensure finance functions are undertaken in an efficient, effective and timely manner.
- Assist the Finance Manager with training staff on finance systems and operational procedures.
- Monitor and manage incoming email to the finance@chac.qld.edu.au, accounts@chac.qld.edu.au and payroll@chac.qld.edu.au email addresses, when required.
- Assisting with review of finance policies, procedures and guidelines
- Ensure finance records are appropriately filed, stored and archived.

4 Work, Health and Safety

- Apply safe work practices to all College activities whether conducted on or off campus. This includes taking reasonable care for your own health and safety and that of others affected by your actions or omissions, complying with all safety related instruction, policy, procedure or guideline and reporting all incidents and hazards identified throughout the College in accordance with reporting procedures.
- Promote a work health and safety program within the College.
- Ensure the highest possible standards of housekeeping are maintained throughout the area of your control.

SELECTION CRITERIA**1 Qualifications and Experience**

- Tertiary level business or accounting qualifications and membership of a recognised accounting body (eg. CA/CPA).

2 Interpersonal Skills

- High level organisational and time management skills including the ability to manage and prioritise numerous competing demands and tasks as well as the flexibility to change priorities when required.
- Demonstrated ability to maintain confidentiality at all times and the ability to use initiative, tact and discretion.
- High level written, verbal communication and interpersonal skills to communicate effectively and efficiently with a wide range of people, including staff, students, parents and external providers.
- Professional, courteous and well presented.

3 Information Technology & Communications Skills

- Advanced ICT skills, with an ability to integrate new technologies into work practices.
- Advanced knowledge of Microsoft Office, TASSweb database, internet searches with the ability to develop new databases and spreadsheet models from which statistics/charts can be constructed and presented for management's discussion.
- An ability to integrate new technologies into work practices to streamline processes.

4 Professionalism

- The presentation of a professional, dedicated, and inclusive attitude and demeanour at all times.
- Capacity to operate as a collaborative and team orientated person in a professional work environment.
- Ability to work unsupervised.
- Demonstrated capacity to fulfil the key responsibilities of the position.

5 Personal Characteristics

- Enthusiasm, initiative, and a keen interest in the role.
- Flexibility and the ability to adapt and operate effectively in a demanding and changing environment.

6 Spirituality

- Always expected to act in a manner consistent with the College ethos and the ethos of Anglican Schools.
- An understanding of and respect for Christian values and demonstrable support for the College's Anglican ethos.

7 Blue Card

- Possession of a current "Positive Notice blue card for Child Related Employment" issued by the Public Safety Business Agency. (Applicants who do not possess this but are willing to apply for the position knowing they must satisfy eligibility criteria will be considered).

8 National Police Check

- It is a requirement of the College that Finance office staff undertake a National police Check at commencement and then in line with their Blue Card renewal.

GUIDING PHILOSOPHY



Statement of Vision

Cannon Hill Anglican College – distinctively innovative, successful and sustainable Anglican co-education.

Statement of Mission

Cannon Hill Anglican College is a dynamic Christian learning community which strives to offer a balanced and holistic educational environment, in order to develop the intellectual, social, physical, emotional, aesthetic and spiritual dimensions of each of its members.

Statement of Values

Cannon Hill Anglican College is based on the principles and traditions of the Anglican Church and fosters among its students, staff and parents a lifestyle based on Christian values. These values are outlined in the Summary Ethos Statement for Anglican Schools in the Province of Queensland. As learning communities of excellence, Anglican Schools in the Diocese of Southern Queensland are called to share the mission of the church to proclaim the good news of the kingdom of God through: Faith, Vocation and Service.

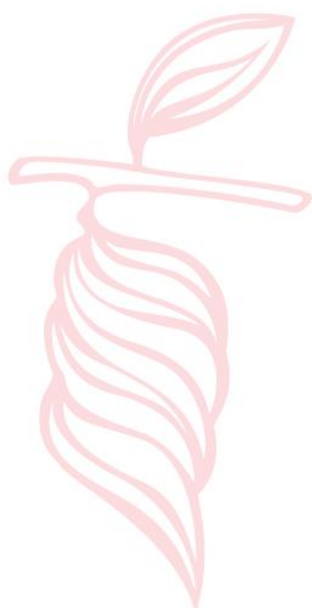
Core Commitments

Cannon Hill Anglican College is committed to building the capacity of all learners to:

- take responsibility for their own learning, adapting to constant change in society and in the world
- achieve their personal best in all aspects of their lives, developing self-confidence and a healthy self-concept
- make informed decisions in the areas of personal relationships, further education and vocational choices
- be articulate, self-motivated, independent and interdependent
- be critical, creative and reflective thinkers and problem-solvers, contributing to the well-being of society
- become spiritually literate, and to have a well-developed sense of social justice, tolerance, respect and concern for others and for the natural environment.

Cannon Hill Anglican College promotes:

- excellence in intellectual endeavour
- relationships which are kind, caring, supportive and productive.

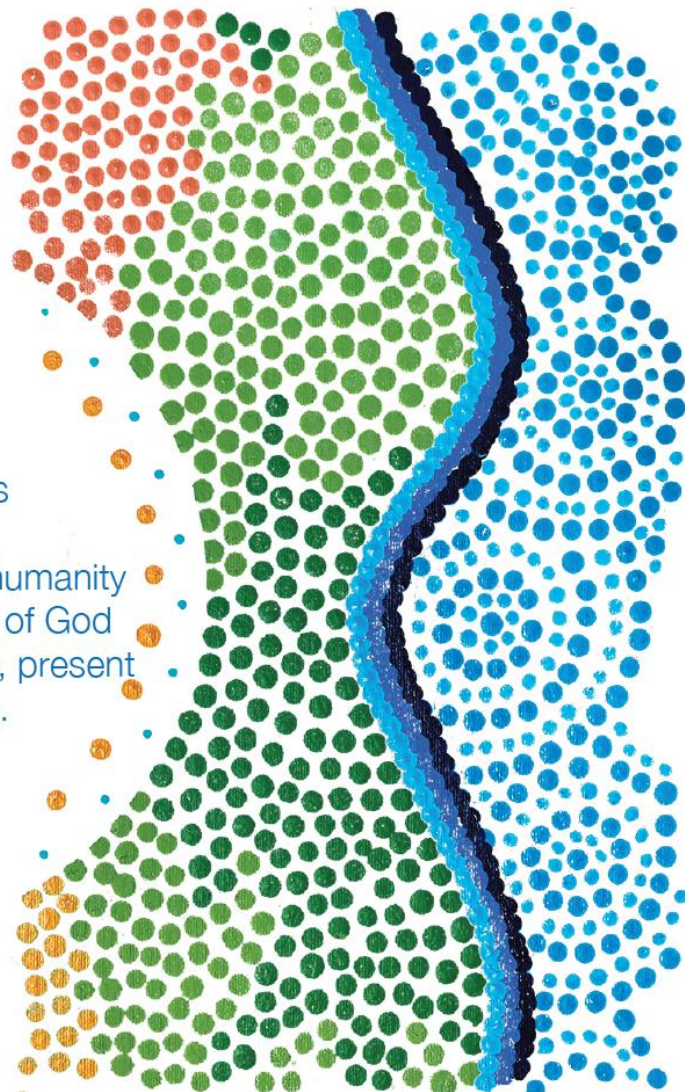


Our motto guides our practice
With Courage and Compassion

ANGLICAN SCHOOLS SOUTHERN QUEENSLAND

ETHOS STATEMENT

The vocation
of Anglican Schools is
education
driven by a vision of humanity
shaped by the image of God
made visible in Jesus, present
in every human being.



*You are the light of the world.
A city set on a hill cannot be hidden
... let your light shine before others,
so that they may see your good works
and give glory to your Father who is in heaven.*
Matthew 5.14-16

*The kingdom of God is like leaven
that a woman took and hid in
three measures of flour,
until it was all leavened.*
Luke 13.20-21

Our Schools have their own distinctive identity shaped by unique histories, contexts, communities and foundational stories. Across these, Anglican schools will share a number of key markers.

Incarnational – essential words live in us

God the Creator cares about creatures and creation. Matter matters and the Creator loves creation enough to enter in person: the Word becomes flesh. Words become real when lived. Essential words must be embodied within people and practised within our communities, for example: kindness, generosity, love, justice, fairness, truth, hospitality, service, compassion, forgiveness, redemption. These express values that describe God's activity among us. Living them is essential to the identity of an Anglican School.

The following five markers are an expression of our incarnational authenticity and our accountability as educational institutions to form new generations who be a particular way in the world.

Intellectual – we embrace a comprehensive liberal education

Anglican schools are unapologetically committed to the intellect: the relentless, fearless pursuit of truth; the discipline of academic rigour; meticulous scientific endeavour; critical analysis and philosophical accountability; unhindered artistic exploration and expression; bold ventures of entrepreneurial development and more.

Intelligence is diverse and multiplanar and the mind is not an isolated entity. Being intellectual is more than academic scholasticism. The person is an integrated being whose head is inseparable from heart and hand and the web of life in which we all are embedded. A comprehensive education of the mind intentionally engages students' heart and soul for the purpose of being in the world in a way that enriches a greater and common good.

Pastoral – we care for the fold

Every person bears the image and likeness of God. We have a responsibility to know each person and care for their wellbeing (mind, heart, body, soul) and the social and cultural web in which they are entwined. This responsibility applies to our staff as well as our students. Everyone should feel like they belong, are safe and able to thrive.



Missional – we are leaven for the rising of the whole

a. Christian Mission – a portion within the whole

We intentionally engage in Christian formation seeking to nurture committed followers of Christ, building confidence in their capacity to serve as a loving and gracious presence in community bearing witness to the enticing life of faith.

b. Civic Mission – the whole for the whole lot

We are learning communities whose end is moral, spiritual and character formation with the capacity to transform and turn the whole community towards a greater and common good. This is a way of being in the world that seeks to participate in and transform society for the good of all. For us this way specifically includes merciful attention to the needs of the bruised and broken, vigorous work of restorative justice and guardianship of the sacredness of the created order.

Service runs across both Christian and Civic mission. Service is solidarity with the other, working alongside the other for their best interests, awakening their power. Service builds up community whose markers are justice, inclusiveness, sustainability, diversity. Service copies the actions of Christ and is the practice of being a neighbour in the world.

Faithful

We are faithful to the Christian story, living it in a way that invites discovery. We are faithful to the scriptures and the seasons, saints and celebrations of the Christian story and the life, death and resurrection of Jesus.

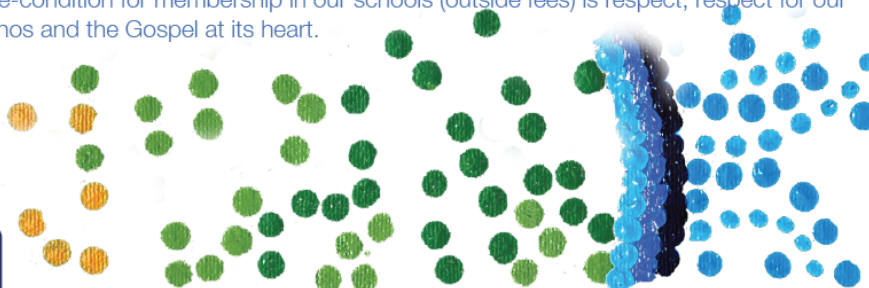
We are faithful to a calendar and rhythm of spiritual awareness that runs under and outside the school timetable. This awareness is practised through patterns of reflection, chapel, prayer, art, architecture, stillness, symbol, silence, sacrament, story-telling, celebrations, blessing and gratitude. Our liturgical traditions are ordered; participatory; musical; narrative and engaging of the senses, arts and creation; rooted in scripture; sacramental; intellectually robust and connected to the school's pastoral practices and missional service.

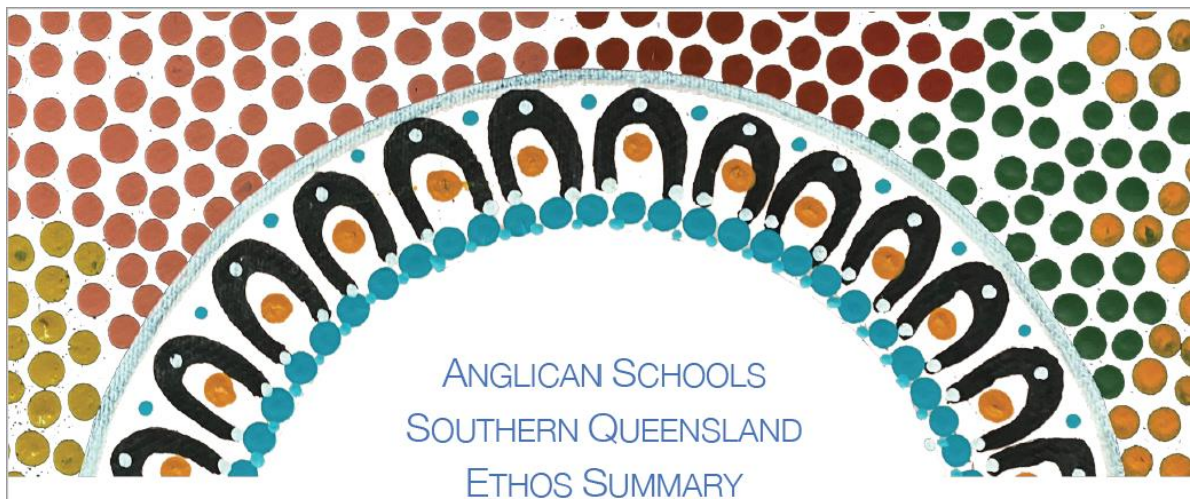
Hospitable

We acknowledge and celebrate that both our student and staff memberships are plural. We invite and welcome all and hospitality is given to every student, no matter the race, gender, sexuality, ideology, ability/disability or religion. No one is excluded. The only pre-condition for membership in our schools (outside fees) is respect, respect for our ethos and the Gospel at its heart.



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The vocation of Anglican Schools is
education
driven by a vision of humanity
shaped by the image of God made visible in Jesus,
present in every human being.

SUMMATIVE MARKERS

INCARNATIONAL

God is Love, perfect and in person. We live essential words, in person.

INTELLECTUAL

We engage in the fearless pursuit of truth

PASTORAL

We practise respect for the whole person in community

MISSIONAL

We form people for the transformation of the world,
in the service of God and the common good

FAITHFUL

We keep sacred rhythms attending to the goodness of life,
celebrating the story and sovereignty of God

HOSPITABLE

All have a place to belong



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A collaborative work with our schools