



## EMPLOYMENT OPPORTUNITY

*Currently available*

### ACCOUNTANT

Toongabbie Christian College is a Kindergarten to Year 12 co-educational College in the western suburbs of Sydney. The College is a ministry of Toongabbie Baptist Church. Our purpose is to function as a Christian community in supporting families by providing quality education to develop the whole person in a Christ-centred, caring environment for life and eternity.

Toongabbie Christian College seeks to appoint an **Accountant** who will:

- Maintain a commitment to a faithful walk with the Lord Jesus Christ
- Demonstrate ongoing commitment to the College's Purpose and Purpose Statements
- Commit to a growing understanding of the place of education, teaching and learning from a Biblical Worldview
- Set an example to students, staff and parents/carers in matters of faith and conduct

#### The Role

- This is a permanent full-time position
- All duties are performed onsite
- **Commencement date:** ASAP
- **Remuneration:** In accordance with the current NSW Christian Schools General Staff Multi-Enterprise Agreement Core Scale Level 5 Step 1-3 pending experience and qualifications (\$88,882 to \$93,039 plus superannuation)

#### Application documentation must include:

- **Only applicants eligible to work in Australia may apply for this position**
- Completed and signed Toongabbie Christian College General Staff Employment Application form available at [www.tcc.nsw.edu.au](http://www.tcc.nsw.edu.au)
- CV to demonstrate suitability for the position, outlining AV experience in detail, including qualifications, relevant experience, current position responsibilities and employment history
- Current Working With Children Check (Employment) or an ability to obtain such a check
- Evidence of a First Aid credential or a commitment to obtain such a credential by the commencement date

#### Application process

- Submit application via email only to [employment@tcc.nsw.edu.au](mailto:employment@tcc.nsw.edu.au)
- Indicate in subject line the following: **Application: Accountant**
- **All documentation submitted as a single PDF document**
- Specific enquiries regarding this position may be addressed to Mr Jaime Frialde, Business Manager on (02) 8863 2952 or [bm@tcc.nsw.edu.au](mailto:bm@tcc.nsw.edu.au)
- This position does not have a closing date and will close when a suitable applicant is found.

#### Selection process

- Interviews for this position occur upon receipt of application

*The College as a Safe School Organisation actively promotes the safety and wellbeing of all children. We are committed to protecting children from abuse or harm, in accordance with our legal and ethical obligations including Child Safe Standards. All applicants need to have a current Working with Children Check or be eligible to obtain a WWCC by the time employment commences.*

# ROLE DESCRIPTION

## ACCOUNTANT

### 1. PURPOSE OF THE POSITION

The Accountant is responsible for maintaining financial reports, records and general ledgers; bank and other reconciliations, monitoring risk and compliance; month end journals and rollover; and performing general bookkeeping. The Accountant provides high-level administrative, compliance and financial support to the Business Manager for the effective and efficient operation of the College's financial obligations.

### 2. REPORTING RELATIONSHIPS

- Reports to \_\_\_\_\_ Principal
- Direct report \_\_\_\_\_ Business Manager
- This position \_\_\_\_\_ Accountant
- Non-reporting relationships \_\_\_\_\_ Finance Manager  
Payroll Officer  
Accountant (Receivables)

### 3. RESPONSIBILITIES

#### **Demonstrated commitment to**

- Maintain a commitment to a faithful walk with the Lord Jesus Christ
- Demonstrate ongoing commitment to the College's Purpose and Purpose Statements
- Commit to a growing understanding of the place of education, teaching and learning within a Biblical Worldview
- Set an example to students, staff and parents/carers in matters of faith and conduct

#### **General Accounting Functions, Monitoring and General Ledger Reconciliations**

- Maintain the integrity of the financial records
- Prepare month-end reconciliations of creditors accounts and related expenses
- Report any breach of controls to the Business Manager
- Provide assistance and support to the Business Manager and Finance Manager in preparing the annual reconciliation of and roll forward analysis of uniform shop inventory items and related cost of goods sold
- Provide assistance and support to the Finance Manager in following up debtors and sending follow up letters for long outstanding accounts
- Process and manage end of period journals
- Prepare weekly payment batch for creditor payments and employee reimbursements
- Prepare fortnightly payments of PAYG
- Manage and reconcile College credit cards (including Divipay / Wheel cards)
- Provide support in the billing and collection of OOSH accounts
- Ensure integrity of data entry

#### **Preparation of Year End Financial Accounts and Audit Documentation**

Provide assistance to the Business Manager in the following areas:

- Prepare schedules and reports required for audit purposes
- Prepare variance analyses on various expense items on a regular basis

**Compliance Reporting**

- Prepare reports and returns as required to fulfil the legal obligations of an educational institution (Business Activity Statement, submission of reports to Service NSW for OOSH voucher)
- Ensure general accounting standards are met

**Related Financial and Administrative Duties**

- Undertake other reasonable duties or responsibilities consistent with the role or grade classification, as directed by the Business Manager
- Provide financial reports, information and support to the Business Manager
- Assist with the "Treasurer Function" at College events and other College support group needs, ie Toonie Community Night
- Communicate effectively with all teaching staff, parents/carers, students and all other staff when required

**General**

- Participate in collegiate activities and extra-curricular activities (Staff meetings, attending College events, staff compliance etc) as directed by the Principal

**4. AGREEMENT**

This role description is intended to describe the general nature and responsibility of work in this role. These statements are not constructed as an exhaustive list of all duties, tasks and skills required for this role. This role description should be read in conjunction with the employee's current conditions of employment and the provisions of the current NSW Christian Schools General Staff Multi-Enterprise Agreement.

Employees will also be required to follow any other role-related instructions and College policies, and to perform other role-related duties requested by the Line Manager (Business Manager) to support the College's compliance with legislative obligations.

The Line Manager (Business Manager) may, in consultation with the employee vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the role.

**By signing this role description, I agree that it accurately reflects my role.**

Employee name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Line Manager \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_