Be Part of Our Change!

INFORMATION PACKAGE: Accountant/ School Finance Advisor

Expressions of interest are invited for the following position:

Accountant/ School Finance Advisor

- Attractive salary
- Salary packaging options

The role has a focus on supporting the Head of Finance in leading and supporting our system of schools with effective accounting, budgetary and audit advice and processes.

While the start date is negotiable, ideally the successful applicant will be able to commence as soon as possible.

For questions regarding the professional nature of this position, please contact the Catholic Schools Office Armidale on (02) 6772 7388 or email jobs@arm.catholic.edu.au.

Written expressions of interest (of no more than 3 pages) must include the qualifications and experience that you would bring to the position and the names and contact details of three referees, one of which should be a current or most past supervisor.

Your CV should be attached to your expression of interest and be emailed to jobs@arm.catholic.edu.au by **COB on Friday 3 January 2020.**

Preferred applicants will be subject to employment screening.

Catholic Schools Office
Diocese of Armidale

ROLE DESCRIPTION

POSITION: Accountant/School Finance Advisor

REPORTS TO: Head of Finance & ICT

TEAM: System Development Team

SALARY: Level 9 - $112,803

TERM: Full-time permanent (subject to an initial probation period of six months)

An Active Role Description, including Key Performance Indicators, will be developed in consultation with the relevant Line Manager.

ROLE PURPOSE:

The CSO is working to develop our system of schools as a vibrant Catholic professional learning community. A feature of this effort is a relentless focus on faith formation and learning and the support of the System Development Team's ICT, Payroll, Finance and HR sections for the work of schools.

In collaboration with the Head of Finance and the finance team members, the Accountant / School Finance Advisor will assist with the implementation and support of the CSO's finance system.

During and post implementation, this role is responsible for collaborating with implemented sites to review the use of the finance system and related processes and procedures. The Accountant / School Finance Advisor will promote the use of standardised procedures and best practices; and offer formal advice to management on suggested improvements.

Working in a small team that operates in a collaborative environment, the role requires a professional with Chartered Accountant (CA) or Certified Practising Accountant (CPA) qualification (or working towards) with proven experience in a finance role and systems implementation.

PRINCIPAL ACCOUNTABILITIES:

Under general supervision, the Accountant / School Finance Advisor will be responsible for;

- collaborating with the Head of Finance and other finance team members in the implementation of an Enterprise Finance Management System - Technology One (CeFMS) in the schools across the Diocese;
- providing training to school staff around finance processes and new accounting software;
- preparing procedure documentation to assist school staff with their daily duties;
- assisting schools with month end and year end audit adjustments and ensuring compliance with reporting and accountability requirements;
- assisting in preparing audit files for schools and the CSO as required;
- in conjunction with schools, assist in the development of financial plans and provide analysis of performance;
- working with schools to review the use of the finance system and related processes and procedures and promoting the use of standardised procedures and best practices;

- responding to enquiries about system problems or issues; taking action to resolve the issues, allocating or escalating them where appropriate;
- assisting in identifying, developing, documenting, and maintaining business processes to support the finance system;
- processing and preparing accounts for the CSO.

REQUIREMENTS

Essentials

- demonstrated commitment to support the ethos and values of Catholic schools;
- working with Children's Check clearance;
- current driver's license and willingness to undertake travel to fulfil the requirements of the role;
- proven experience in a finance role and systems implementation;
- Chartered Accountant (CA) or Certified Practising Accountant (CPA) qualified, or working towards, and have relevant experience in the discipline area;
- demonstrated effective interpersonal and communication skills and the ability to work in teams;
- highly developed skills in the use of technology for a variety of work functions;
- demonstrated ability to work independently with minimal supervision.

Desirables

- a deep understanding and commitment to the mission and purpose of a Catholic school within the broader evangelising mission of the Catholic Church;
- a well-articulated Catholic pedagogy and capacity to provide strategic leadership and direction in the implementation of new finance processes and new accounting software;
- a professional history characterised by integrity, reliability, collaboration and innovation;
- commitment to ongoing personal and professional learning relevant to the position;
- a proven capacity to successfully undertake the key tasks and responsibilities required of the Accountant / School Finance Advisor.

Catholic Schools Office
Diocese of Armidale

OUR SCHOOLS

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