

IONA PRESENTATION COLLEGE POSITION DESCRIPTION

College Accountant



IONA
PRESENTATION COLLEGE



College Accountant

We, in the Iona community, consider it a privilege to be involved in the education of tomorrow's leaders. We have a reputation as a friendly school, and this is obvious when walking through our campus. When a child joins us, their whole family becomes part of the Iona community and all that it encompasses. Past Pupils and members of our current community hold close a maxim that defines the educational experience we all work to offer: 'Making a difference, together'.

Mission and Values

Through the tradition of the Catholic Church and inspired by the compassion of our Founder, Nano Nagle, Iona Presentation College strives to achieve the best spiritual, intellectual, physical, and cultural outcome for our students.

Six Iona values underpin all that the College strives for. Each year, a value is chosen as a focus. By the time students reach Year 12, they have lived through and practised each value to the best of their ability.

- **Courage & Integrity:** To be true to ourselves, to be genuine to others, to live with honour and demonstrate personal conviction.
- **Love of Learning:** To ignite a passion for lifelong learning that enables us to explore, reflect, create, and achieve.
- **Heritage & Tradition:** To celebrate our Presentation heritage as a foundation for embracing and building our future.
- **Excellence:** To discover opportunities, set challenging goals, develop a strong work ethic, and strive to do our best.
- **Community:** To be a people of "*welcoming heart*" and kindness who create a sense of belonging where each member of our community is valued.
- **Social Justice and Compassion:** To inspire all to live the Gospel of Jesus Christ and, informed by the Catholic Social Teaching, to take action for those in need in our communities.

Outline

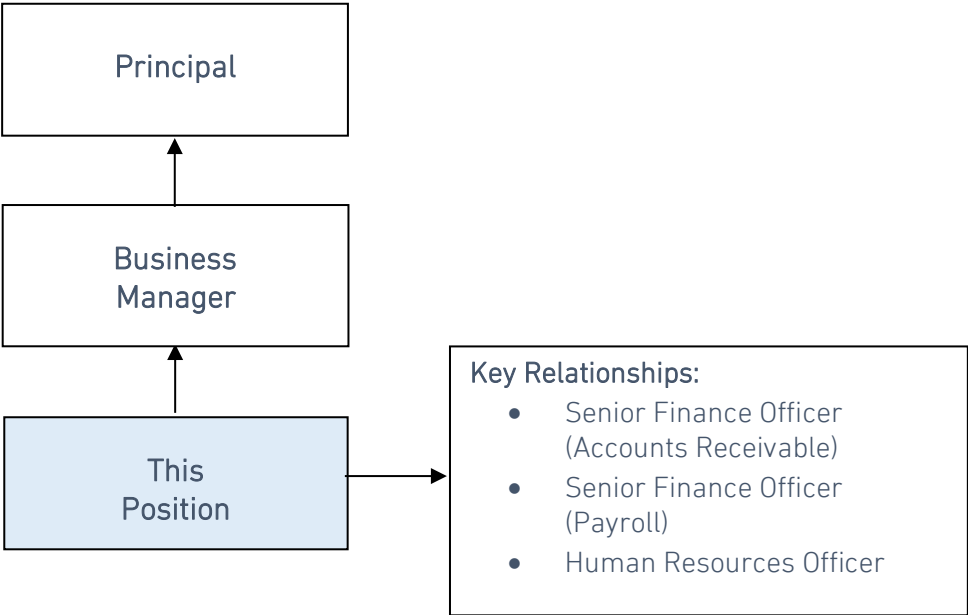
Learning at Iona Presentation College reaches beyond the realms of the classroom. Our program offers multiple and diverse opportunities for enrichment, allowing students to discover and enhance their talents and skills. Co-Curricular opportunities at the College encourage the exploration of the domains of Sport, Service, Performing Arts, Academic Excellence, Innovation, and the Arts.

Iona Presentation College is also a member of the Independent Girl's School Sports Association (IGSSA). This provides quality sporting opportunities for students participating at different levels of competition.

Position Identification

SECTION	College Accountant
POSITION	Finance Department

Position Relationships



Position Commitment

The College Accountant is responsible for applying accepted accounting principles to prepare accurate and timely financial reports. The position aligns performance and success with the College's mission, values, Catholic Presentation tradition and culture.

Key Objectives

People

- 1 Iona values and principles of Equal Opportunity are demonstrated.
- 2 Timely assistance and support in areas of knowledge and expertise is provided willingly to team members and colleagues, as required.
- 3 Department meetings and training participation is positive and appropriate.
- 4 Assistance is provided to the Senior Finance Officer – Accounts Receivable and Senior Finance Officer – Payroll promptly, as required.
- 5 Other duties requested by the Principal or Business Manager are completed effectively.

Community

- 1 Professional and cooperative relationships are developed and maintained within the College community, including staff and other stakeholders, and with all external departments, including but not limited to, the Department of Education, Catholic Education Western Australia (CEWA), Australian Tax Office and other regulatory bodies.

Operations

- 1 College resources are appropriately managed in accordance with approved budgets
- 2 Areas and methods for reducing costs are identified and actioned.

Financial

- 1 Short and long-term deposits, school loans and long-term debts are managed and reconciled monthly, as required.
- 2 Business Activity Statements, GST, PAYG and FBT returns are prepared promptly for the College and related entities.
- 4 Insurance claims are processed, lodged and then managed effectively as directed by the Principal or Business Manager.
- 5 A register of operating and financial leases is maintained in a timely manner.
- 6 Work in Progress registers are maintained for capital development and other projects as directed by the Business Manager.
- 7 Preparing for the annual audit of College finances is provided, including completing any pre-audit requests from CEWA, audit visit supervision, and post-audit journals.
- 8 Assistance is provided to the Business Manager in meeting College Advisory Council and Finance and Risk Committee reporting.
- 9 Assistance is provided to the Business Manager in relation to meeting all ATO deductible gift recipient requirements of College and Presentation accounts.
- 10 Accounts for INSTEP, Parents & Friends and other associated entities are prepared and processed on an ongoing basis.
- 11 Payroll for the College is processed and submitted.

Skills and Attributes

Essential

Desirable

		Essential	Desirable
1	Minimum 3-5 years' experience as an Accountant with demonstrated experience in managing a General Ledger for a medium sized organisation on an accrual accounting basis.	✓	
2	Qualifications held in Accounting, Business, or similar.	✓	
3	Demonstrated experience in banking, cash handling and reconciliation experience.	✓	
4	Extensive experience and understanding of GST.	✓	
5	Sound technological literacy across a range of applications, with advanced knowledge in MS Office products such as Excel, Word and Outlook.	✓	
6	Demonstrated commitment to quality; ability to prioritise work and meet deadlines and self-motivation.	✓	
7	Demonstrated ability to maintain confidentiality of an array of information.	✓	
8	Excellent communication skills including proven effective written, verbal and presentation skills with internal and external stakeholders.	✓	
9	Proven ability to build and maintain effective relationships with both internal and external stakeholders including but not limited to students, parents, other staff members, schooling regulatory authorities and suppliers.		✓
10	Demonstrated ability to work autonomously and collaboratively within a dynamic organisation, with the use of creative and effective problem-solving techniques		✓
11	Proven commitment to continued professional and personal development.		✓
12	Payroll processing and knowledge		✓

Authority Levels

Financial	Authority to expend Iona funds in accordance with Policy and within authorised financial limits
Operational	N/A
Personnel	N/A

Personal Obligations

- 1 Catholic and Presentation ethos and traditions of the College are reflected and encouraged in all day-to-day mannerisms.
- 2 Participate in College faith and other significant events with ongoing support provided to all students, parents and other stakeholders.
- 3 Principles of Social Justice and Compassion are demonstrated.
- 4 Iona Staff Code of Conduct is complied with.
- 5 Strong sense of confidentiality and loyalty.
- 6 Well groomed, well spoken, familiar with protocol and etiquette.
- 7 Exceptional interpersonal, written and oral communication skills.
- 8 Demonstrated capacity for self-directed work and for taking initiative.
- 9 The ability to work independently and as part of a team.
- 10 To be well organised, flexible, and innovative.

Requirements (CECWA Policy: Appointment of Staff in Catholic Schools)

- 1 As a condition of employment, staff are committed to Catholic values and will cooperate actively in fostering the College's mission through its life and curriculum (Bishops Mandate 96).
- 2 Staff must be fully supportive of the objectives and ethos of Catholic Education.
- 3 Child safety and protection is a fundamental responsibility for everyone in the College.
- 4 All applicants are required to provide a current Working with Children card and National Police History Check from Western Australian Education and Training Sector (Crimtrac).
- 5 All staff must commit to Accreditation to Work in a Catholic school; this is to be completed during the school holiday periods.
- 6 All applicants are required to provide the contact details of two confidential referees.
- 7 To apply for this position, you must be eligible to work in Australia

Please note: This position description provides a general overview of the role and responsibilities of the position. It is not intended to be all inclusive and the incumbent may be required at the discretion of the Principal to perform tasks, duties and responsibilities not otherwise listed. The Principal reserves the right to change this position description in consultation with the successful candidate to meet the needs of the College.