

# WAVERLEY CHRISTIAN COLLEGE Inc

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ABN: 48 847 193 961  
Reg No: A0018722X

## Position Description

<b>Position:</b>	Financial Accountant
<b>Campus:</b>	Wantirna South and Narre Warren South
<b>Employment Status:</b>	Full Time, FTE 1.0
<b>Reports Directly To:</b>	Finance Manager

## Ministry Specifications:

### Financial Operations Responsibilities

- Ensure timely processing of accounts payable, including the EFT payment run.
- Reconcile consolidated invoices to ensure accuracy.
- Review daily bank balances to ensure sufficient cash flow for daily operations.
- Provide support to accounts receivable as needed.
- Maintain the Asset Register and oversee the capital expenditure process, including tracking and reporting.
- Coordinate the annual stock-take process
- Manage end-of-month and year-end journal entries posting.
- Manage monthly balance sheet reconciliation.
- Monitoring of grants received and preparation of acquittal submissions as required.

### Financial Reporting Responsibilities

- Perform financial analysis, including the preparation of monthly financial reports for management and cash flow statements.
- Participate in the preparation of the annual College budget and forecasts.
- Support the preparation of BAS and FBT for lodgment
- Prepare ad hoc reports and report templates using Magiq application as required for use by managers with budget responsibilities.

### Other Responsibilities

- Collaborate with finance team members and other departments to support financial reporting and budgeting needs.
- Support the interim and annual financial audit conducted by external auditors.
- Provide support for priority projects as assigned.
- Assist in maintaining and documenting finance policies, procedures and processes.
- Assist in the implementation of financial software upgrades and improvements.

## Inherent Requirements of the Position

### Administration / IT Staff

- Contribute proactively to a culture of child safety
- Prolonged periods of sitting
- Using a computer for a prolonged period of time

- Some repetitive actions (e.g. stapling, hole punching, collating)
- Occasional food handling and preparation
- Ability and license to drive College cars, as required
- Occasional bending, lifting and carrying
- Standing tasks requiring twisting and turning

### **Occupational Health and Safety Responsibilities**

- Ensure, so far as is reasonably practicable, that work areas under your control are without risk to health and safety of occupants
- To have knowledge of, and comply with the College's OHS policies and procedures
- To comply with all safe work practices, ensuring reasonable care of your own health and safety and that of other staff, students and visitors
- Participate in relevant training and induction sessions
- To report all incidents and/or potential hazards via the reporting system on the Staff Portal as soon as possible

### **Administration/Duties**

As part of your employment, you are expected to participate in a range of duties beyond your own responsibilities. The College Calendar provides additional detailed information. These duties may include, but are not limited to:

- Be familiar with, and supportive of, the College's policies regarding child safety
- Adherence to College Policies and Procedures
- Support of the Waverley Christian College ethos
- Participation in relevant meetings
- Attendance at the first day for staff, Staff Retreat and end of year function

Some duties will need to be performed at times other than during the school day including on weekends. Your duties may be varied by the College from time to time in accordance with the College's operational requirements.