



Position Description

Position Title	Senior Accountant (School Services)
Organisation	Catholic Education Sandhurst Limited (CES Ltd)
Team	Operations
Location	<i>Bendigo</i>
Remuneration	Dependent upon experience
Motor Vehicle	Provision of a motor vehicle in line with CES Ltd Policy
FTE	1.0 FTE
Status	Ongoing
Reports to	Finance Lead

Our Organisation

Catholic Education Sandhurst Limited (CES Ltd) is committed to the mission of Catholic Education across the Diocese of Sandhurst. With a rich history dating back to 1853 the Diocese reaches from Central to Northeast Victoria. The organisation supports more than 3000 employees in 52 schools and 2 early childhood facilities. It also provides support to 4 secondary colleges owned and operated by Religious Institutes.

CES Ltd participates and cooperates in the work of the Catholic Education Commission of Victoria Ltd (CECV), which has key responsibilities for the allocation and distribution of government funding, facilitating cooperation across the four Victorian Dioceses, and in working and cooperating with government statutory authorities.

The Executive Director of Catholic Education Sandhurst acts as Chief Executive Officer for the Board of CES Ltd and within its delegated schedule for the organisational, administrative, support and service matters related to Catholic schools within the Diocese.

The Executive Director of Catholic Education Sandhurst and all delegations via that position operate within the parameters of Canon Law and the Catholic Church structures and processes. CES Ltd is the employing authority for its schools and acknowledges and respects the role of Parish Priests within the Parish communities in which schools are located and supported.

Our Vision

The vision for CES Ltd is to provide, in partnership with our families, stimulating, enriching, liberating, and nurturing learning environments in each of the Catholic school communities within the Diocese. At the heart of this vision is our commitment to the ongoing duty of care that we have for the safety, wellbeing and inclusion of all children and young people.

We believe:

- That the values of the Gospel are central to who we are, what we do, and how we act.
- That we have a vital role in the mission of the Catholic Church to imagine and seek new horizons while respecting our Tradition.
- That a strong sense of community is dependent on the quality of our collegial relationships.
- That each person's potential is fostered through the dedicated ministry of Catholic Education.
- In leadership encompassing vision, innovation, and empowerment.

Our Values

CES Ltd Values underpin and reflect the behaviours we expect of our staff:

Principles of Catholic Social Teaching

The identity of the Sandhurst Catholic School reflects the principles of Catholic social teaching, grounded in the person of Jesus, and interpreted and enacted for the "common good" in response to the "signs of the times".

These principles require that the dignity and potential of each person be fully respected within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

Respect

Respect for the dignity and potential of each person within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

Partnerships

The Sandhurst Catholic Schools do not function in isolation. In attending to the religious dimension of education, the most fundamental partnerships are those with parents/guardians and with local Catholic faith communities. The school is part of the wider Church community.

Faith

The tasks of evangelisation, catechesis and religious education are shared by home, school and parish, with each having its own distinct contribution to make in a sense of genuine partnership.

Team Summary

The Catholic Education Office Sandhurst (CEOS) Team comprises approximately 100 employees working across 7 key divisional areas, supporting over 50 schools within the Sandhurst Diocese based across Bendigo, Tatura, and Wangaratta.

The Chief position within each division reports directly to the Chief Executive Officer of Catholic Education Sandhurst (CES) and the 7 divisional areas comprise of:

- Catholic Mission/Learning and Teaching
- School Development and Support
- Early Childhood Education and Care
- Student Wellbeing
- People & Culture
- Operations; and,
- Strategy, Risk and Governance.

The Operations Team is led by the Chief Operations Officer who also assumes the duties of the Chief Financial Officer for Catholic Education Sandhurst Limited (CES Ltd).

The team partners with the business to provide advice and support in the following areas:

- Finance
- Facilities and Fleet Management
- ICT and Digital
- System Data
- Public Relations and Marketing
- Procurement
- Capital Planning and Infrastructure (including planning and implementing of all capital works projects); and,
- Administration (including event management and reception)

The team ensures appropriate systems and processes are in place to ensure that financial accountability, fiducial responsibility, and resource and data stewardship are all managed to ensure sound strategic decision-making.

Position Summary

Reporting to the Finance Lead, the Senior Accountant works with internal and external stakeholders to ensure CES Ltd meets its financial compliance and accountability obligations.

This role specifically works with CES Ltd schools to ensure that school staff has information and support to enable them to take responsibility for the financial leadership of their schools.

This includes:

- Providing accountancy advice and ensuring compliance with schools.
- Assisting schools to ensure they are prepared to complete various financial reports.
- Providing advice and support with financial functions including payroll processing in CES Ltd schools including.
- Providing audit support and assistance.
- Providing financial reporting to support grant applications.
- Providing grant funding and compliance support to CES Ltd schools.
- Providing school fee support and assistance.
- Providing training support as required.

Key Responsibilities

Accountancy advice and compliance	<ul style="list-style-type: none"> • Providing first-line advice on accounting matters and administrative processes to school staff. • Respond to requests for support and advice from principals. • Assist schools who have responsibility for targeted programs by providing financial modelling, support, and advice in relation to program guidelines. • Ensure all accounting functions are completed in accordance with relevant legislative requirements, and CES Ltd policy and processes.
Team supervision	<ul style="list-style-type: none"> • Supervise several Finance and Administration Coordinator positions. • Provide mentoring and support. • Supervise the team to ensure that all financial documentation is accurate and completed in a timely manner.
Financial reporting obligations	<ul style="list-style-type: none"> • Ensure schools are informed of all relevant reporting obligations. • Assist schools to ensure they are supported to enable them to meet their financial reporting obligations to relevant funding and legislative authorities. • Assist schools by providing accurate and timely information and assistance to ensure they meet accountability requirements of the Government, CECV, and CES Ltd.

	<ul style="list-style-type: none"> ● Provide advice to schools on the preparation of monthly financial statements and bank reconciliations including monthly business activity statement (BAS). ● Assist schools with the preparation of Annual Financial Statements (AFS) and other accountability documents to ensure these are submitted within required timelines, including the Department of Education and Training questionnaires and other documents to meet Government, CECV, and CES Ltd reporting requirements and timelines. ● Provide advice to schools on funding for targeted programs ensuring funding is expended according to funding guidelines. ● Prepare briefings and guidance on changes, developments, and initiatives. ● Ensure relevant financial processes are in place to support external and internal audits. ● Ensure that processes are effective, supported by appropriate documentation, and provide compliance with relevant legislation.
Payroll support	<ul style="list-style-type: none"> ● Provide support and advice on the payroll processing function of the CES Ltd schools.
Audit support	<ul style="list-style-type: none"> ● Support school audits to meet the requirements of various bodies including CECV. ● Liaise with auditors regarding any changes to auditing requirements.
Grant and funding compliance and support	<ul style="list-style-type: none"> ● Prepare accountability documents for targeted programs and programs funded by specific grants when required. ● Ensure that funding for specific and targeted areas is expended according to funding guidelines. ● Provide assistance to schools with targeted program distributions and other specific funds to ensure that they are well managed and operated in accordance with agreed protocols.
School Fee Support	<ul style="list-style-type: none"> ● Provide guidance and recommendations to schools on appropriate school fee structures and processes in order to align with the <i>CES Ltd School Fee Policy</i>.
Training support	<ul style="list-style-type: none"> ● Oversee the provision of professional learning opportunities in the area of finance and accounting (e.g. AFS workshops). ● Oversee training to support increased financial literacy in our schools (e.g. budget workshops). ● Identify and coordinate professional networks and programs for school staff working in the area of Finance. ● Providing appropriate support, advice, and training to enhance the decision-making capacity of leaders within schools.

	<ul style="list-style-type: none"> • Escalate any additional training needs to the Finance lead.
Finance projects and initiatives	<ul style="list-style-type: none"> • Assist Finance Lead with Finance projects and initiatives. • Conduct research as required. • Collaborate with other Accounting Professionals to maintain industry standards and make recommendations as required. • Attend CES diocesan and CECV inter-diocesan finance meetings as required.

Carry out all other duties that are within the limits of the skill, ability, competence, and training of the employee, and aligned with the requirements of the role as may be directed from time to time.

Mandatory Responsibilities and Requirements

Compliance with CES Ltd Policies and Procedures

- All CES Ltd policies and procedures are available in either CompliSpace and/or the Staff Portal. It is expected that all employees of CES Ltd must ensure that they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breaches in compliance may result in disciplinary action.

Compliance with Occupational Health and Safety

- All CES Ltd employees have a responsibility to take reasonable care of their own health and safety along with the safety of others. It is expected that all employees comply with policies, safe work procedures, instructions, and rules of CES Ltd's OH&S Management System.
- All employees must report any hazards or any other health, safety, or wellbeing issues to their team leader/principal. There is also an expectation that employees will actively eliminate hazards, follow instructions, and participate in training and consultation processes.
- All employees who have responsibility to supervise /lead others have additional responsibilities including ensuring that employees have clearly defined safety roles and responsibilities, addressing OH&S issues immediately, being aware of tasks being undertaken by employees and ensure that they have the skills required to perform tasks safely, ensuring training is provided to address any knowledge or skills gaps for performing work safely, ensuring clear policies and procedures are implemented as well as holding regular OH&S meetings with employees and managing non-compliance.
- All employees will be required to provide evidence of vaccination status prior to commencing employment with CES Ltd. Depending on the role some employees will also be required to provide evidence of successful completion of a First Aid Certificate inclusive of Anaphylaxis training.

Compliance with Child Safety Legislation

- CES Ltd is committed to creating and maintaining a child-safe school environment in which all students feel safe and are safe. They do this by promoting the safety, wellbeing, and inclusion of all children. All CES Ltd employees have a responsibility to comply with current Child Safety legislation. This includes keeping up to date with relevant mandatory reporting requirements and maintaining a valid working with children check or VIT registration. CES Ltd is committed to ensuring the safety of children in our care, as a such rigorous reference and background checks are conducted at the pre-employment stage. All staff are also expected to comply with the Child Safety Code of Conduct as amended or varied from time to time.

Requirement for onsite work

- CES Ltd values flexibility and supports remote work where able. This position does require the majority of tasks to be conducted at a CES Ltd workplace and as such, the incumbent must be available to work onsite.

Key Selection Criteria

Essential	Qualifications and Registrations	<ul style="list-style-type: none">• Degree in Accounting, Commerce or Business or other relevant qualification.• Membership of a recognised accounting body – CPA or CA.• A current unrestricted Victorian Drivers Licence.• National Police Record Check.
	Knowledge and Experience	<ul style="list-style-type: none">• Experience in an accounting, payroll, or finance role.• 1-2 years' experience as a team leader.• Demonstrated experience and competence in the analysis and interpretation of financial data and information.• Demonstrated working knowledge of using accounting and payroll systems.• Experience and competence in the interpretation and application of relevant legislation to fulfill financial accountability and compliance requirements.• Understanding of industrial instruments including Modern Awards and Enterprise Agreements.• Understanding of industry trends, technologies, and best practices in Finance and Accounting.• Experience in developing and creating presentations, facilitating workshops and training events for adult learning.

	Commitment to Catholic Education	<ul style="list-style-type: none"> ● Demonstrated commitment to the Catholic Faith with an understanding and willingness to work within the Catholic ethos, traditions, and practices of the Diocese of Sandhurst.
	Commitment to Child Safety	<ul style="list-style-type: none"> ● Willing to undergo or provide a current and satisfactory working with children check. ● Ability to demonstrate an understanding of appropriate behaviours when engaging with children. ● Acknowledge and appreciate the strengths of Aboriginal culture and its importance in the wellbeing and safety of Aboriginal students.
	Skills and Attributes	<ul style="list-style-type: none"> ● Ability to prioritise own workload and to work independently, managing competing demands and delivering within reasonable timeframes. ● Ability to communicate effectively with various stakeholders of multiple levels of skill and experience. ● Demonstrated high-level problem-solving skills. ● Excellent financial, analytical, and research skills. ● Demonstrated high-level customer service skills. ● Personal qualities of collaboration, solutions-focused, positive, and friendly.
Desirable	Knowledge and Experience	<ul style="list-style-type: none"> ● Experience in an education environment would be advantageous. ● Experience in SAS (PAY3K) and or ICON payroll systems is highly desirable, but not essential.