



MaristCollege
Canberra

ACCOUNTANT / FINANCE OFFICER

Role Description

Marist College is a Congregational Catholic school for boys (Year 4-12) operating as part of 'Marist Schools Australia'. It has an enrolment of approximately 1600 students, and enjoys an excellent reputation for its pastoral care of students, academic studies, cultural and sport pursuits. The College is driven by staff who are committed to making a difference in the education of boys.

The Finance officer provides support to the College Finance Manager and through that position to the Director of Business Services. In doing so, the Finance Officer plays an important role in ensuring that the College continues to remain authentic to the vision of a Catholic school in the Marist tradition. The Finance Officer is required to demonstrate a high level of competency in the several key areas.

Duty Statement

- Assist the College Finance Manager with month end financial reporting for Marist College Canberra and Marist College Canberra Foundation Ltd including:
 - producing monthly Departmental expense reports
 - preparation of monthly reconciliations for balance sheet accounts and payroll system
 - monthly asset audits
- Review bank reconciliations
- Update and monitor various financial spreadsheets
- Provision of statistical information to external agencies
- Check accounts payable batches to ensure accuracy
- Liaise with relevant staff members
- Backup for Accounts Payable / Receivable and Payroll
- Assist with monitoring Uniform Shop activity including reconciliation of sales / purchases and stock movements.
- Attend to all central ordering of College approved capital under the direct supervision of the Director Business Services including updating the Capital Purchases spreadsheet
- Assist in administering the appropriate lease agreements for approved College equipment under the direct supervision of the Director Business Services
- Assist as required, with the external audit process
- Assist with other duties as directed by the Headmaster, Director of Business Services and/or Finance Manager

Applicants will need to meet the following Essential Criteria:

Essential Criteria include but are not limited to:

- Commitment to the mission of Catholic education of boys in the Marist tradition
- Training in a related discipline, relevant qualifications being desirable
- Ability to interpret and understand Enterprise Agreements
- Knowledge of general accounting procedures
- Ability to problem solve and perform tasks with attention to detail
- Significant competency in the use of information technology applications. Competency in the Micropay Meridian, Synergetic Finance system and Microsoft Office Suite would be an advantage.
- Demonstrated organisational and time management skills and the capacity to meet deadlines.
- Ability to work as part of a team in an efficient and effective manner
- Outstanding interpersonal and effective communication (verbal and written) skills.
- Ability to maintain confidentiality
- Experience in a similar role within a school setting would be an advantage

Applicants should address these criteria in their application.

Applicants must hold current Working with Vulnerable People Registration prior to commencing employment at the College.

RENUMERATION

The position is classified under the Support Staff (Daramalan College, Marist College Canberra, and St Edmund's College, Canberra) Multi-Enterprise Agreement 2015-2019 (the Agreement), as amended or replaced. An annual salary commensurate with the skills and qualifications of the successful candidate will be as per the Enterprise Agreement.

TERM

This is a part time, 20 hours per week, on-going position. The successful candidate will be required to work during the school holiday periods.

The approximate start date for this position is early March 2019, or as negotiated.

APPLICATION SUBMISSION

For information about the duties and nature of the position, or progress of the selection process, enquiries should be directed to Assistant Head of School – Staff, Mr Glenn Slater at hr@mcc.act.edu.au or by phoning the staff office on 62987262.

The closing date for applications is **5:00pm Wednesday 20th February 2019**.

The College is not required to accept applications that are received after the closing date and time, and reserves the right to appoint by invitation, or to make no appointment at all. Shortlisted candidates will be contacted by telephone to arrange an interview.

Applications should contain:

- A cover letter (2 pages maximum) addressing the essential criteria
- Completed College Application Form – Support Staff
- Updated resume

Applications can be received by:

- Post - PO Box 727 Mawson, ACT 2607
- Email – hr@mcc.act.edu.au
- Delivered directly to the main College reception.