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## College Accountant: Duty Statement

The College Accountant role will involve tasks such as providing regular financial reports to the Principal, managing overall cashflow, overseeing day-to-day financial procedures, completions of Catholic Education Western Australia Limited reporting requirements and State Government Compliance matters.

The College Accountant role includes:

### 1. Manage the Financial Services team

- Supervise and coordinate the efficient running of Financial Services' functions including payroll, accounts receivable, accounts payable and banking functions.
- Review and monitor team performance.
- Provide AOS finance system support to staff. Act as reference point for any problems experienced by staff.

### 2. Manage Uniform Shop and Café

- Manage the Uniform Shop and Café staff.
- Monitor business efficiency to ensure viability and sustainability of sub-businesses.
- Provide monthly financial information to shop managers.
- Assist with business modelling and decision making.

### 3. Budgeting

- Work with Principal and key staff to prepare and monitor annual operating budgets.
- Assist teaching staff and department heads on budget and other financial matters throughout the year.
- Develop and implement budget preparation procedures, including an efficient method of collecting data from key staff and processes for continual monitoring of figures.


### 4. Initial Budget

- Due end of October/ early November.
- Liaise with the Principal, Directors, HOLAs, HOYs, and Team Leaders to determine the budget for following year.
- Investigate, forecast, and provide documented support for each budget line.
- Prepare budget, complete CEWA spreadsheet and lodge on CAS Portal by due date.

### 5. Mid-Year Budget

- Due at the end of Term 2.
- Review Initial Budget.
- Liaise with Principal, particularly regarding salary changes.
- Complete CEWA spreadsheet and lodge on CAS Portal by due date.

### 6. Cashflow

- Prepare initial annual cashflow forecast.
  - Ongoing and regular forecasting and analysis of cashflow.
  - Daily monitoring of cashflow for the purposes of:
  - Ensuring funds are available for fortnightly payroll and loan repayments.
  - Approving creditor payments and other outgoing funds.
  - Investing of surplus cash in line with Council policies.
  - Credit facility application – when required.
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## **7. Business Management**

- Provide support to Principal in carrying out any special tasks relating to financial modelling and analysis, policy development or implementation.
- Maintain Excel budget worksheets and models for enrolments, school fees, scholarships, grants, salary and annual leave provision, depreciation etc.
- Monitor college activities to ensure financial policies are maintained.
- Develop and maintain accounting policies and procedures.

## **8. Reporting, Statutory Requirements and Compliance**

- Prepare timely and accurate monthly Financial and Management Reports to present to the Finance Committee of the School Advisory Council
- Attend monthly out of hours Finance Committee meetings.
- Ensure monthly departmental expenditure reports are distributed in a timely manner.
- Prepare financial accountability requirements for government grants and annual financial surveys for independent schools, Economic Activity Surveys for the Australian Bureau of Statistics.
- Compliance with all ATO statutory requirements in the preparation and lodgement of GST and FBT returns.

## **9. End of Month**

- Prepare timely and accurate reconciliations (monthly); general ledger, bank accounts, loans and interest, fixed assets and depreciation, CDF Pay transactions, accounts payable, accounts receivable, GST, enrolment deposits, contra accounts.
- Thoroughly review General Ledger accounts and process adjustments.
- Prepare worksheets and collect documentation to substantiate figures reported in the monthly financial reports and provide an audit trail for corrections and adjustments.
- Prepare paperwork for Principal review and signing.

## **10. Tax Obligations**

- Prepare and lodge monthly Business Activity Statement.
- Prepare and lodge annual FBT Return and other statutory requirements.
- Develop and implement policies and procedures to ensure GST and FBT compliance.

## **11. End of Year**

- Thoroughly audit all General Ledger accounts and process data entry error corrections.
- Prepare final General Ledger reconciliations with supporting documentation.
- Process Accounting Balance Day Adjustments – complete CEWA spreadsheet.
- Prepare General-Purpose Financial Reports (GPFR) and lodge with CEWA through CAS Portal.
- Prepare timely and accurate End of Financial Year Financial Reports for Principal, Finance Committee and School Advisory Council, and present at meeting.

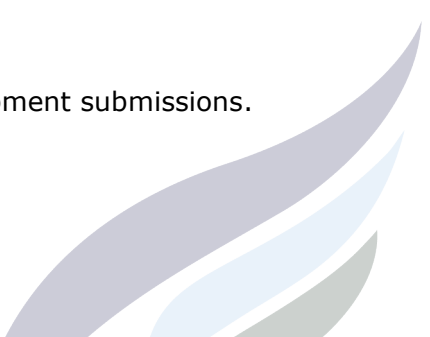
## **12. Audit**

- Prepare year-end audit and annual accounts and liaise with Auditors in relation to the annual audit.

## **13. Fixed Asset Register**

- Maintain accurate records of fixed assets and depreciation.

## **14. Capital Development**

- Provide and present financial information for Capital Development submissions.
  - Regular reconciliation of the WIP accounts.
  - Prepare loan applications for Capital Development.
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Our Lady of  
Mercy College

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**15. Debtors**

- Manage escalated debtor cases.
- Effectively communicate and liaise with caretakers/ responsible fee-paying parties.
- Develop and implement policies and procedures to ensure compliance with strict CEWA debt collection guidelines.
- Liaise with Debt Collection Agency.

**16. Recruitment – Administration team**

- Provide support with short listing applicants, interviewing, reference checks and communication with applicants.

**17. Manage P&F Financial and Banking Records**

- Collect, distribute and reconcile P&F levies.
- Provide regular financial information to the P&F treasurer.

**18. Other Duties**

As assigned by the Principal.

