

Job Description

Accountant/Payroll Officer

Network	EREA Youth+ Central West Flexi Schools Network
Location	Rostrevor College - Adelaide - SA
Site Responsibility	FAME, Geraldton FLC, St Joseph's Catholic FLC, Carnarvon FLC, Northern FL
Salary or Award	ESO Grade 5 (range \$74k – 83k) In accordance with the <i>South Australian Catholic Schools Enterprise Agreement 2017</i> .
Report	Business Manager/Network Principal
Employment Status	0.8 (FTE), 12 month contract with the possibility of extension dependent upon enrolments and funding
Date	January 2020

Background:

Youth+ is an initiative of Edmund Rice Education Australia (EREA). EREA Youth+ services including Flexible Learning Centres (FLCs) offer a full-time and multi-year secondary education and social inclusion program for young people who have disenfranchised from mainstream structures. Young people may express a broad range of complex education and social needs and the Youth+ services respond with a variety of flexible and innovative social inclusion and learning experiences.

EREA Youth+ services provide young people with a varied and holistic set of learning experiences supporting them to identify and pursue an individual transition to adulthood, employment, further education and training and social connectedness.

Central West Flexi Schools Network operates five Flexible Learning Centres across South Australia, Northern Territory and Western Australia.

Young people who attend include indigenous and non-indigenous young people who are disengaged from mainstream education for a range of reasons and include:

- Those who have had contact with the juvenile justice system;
- Those in the care of the Office of Children and Families;
- Those with a history of trauma;
- Those with a history of extended periods of unexplained absences;
- Those who are highly mobile;
- Those with mental illness or at risk of engaging in self harming behaviours or substance abuse;
- Those who have been excluded or repeatedly suspended from school;
- Those who are homeless;
- Those who are young parents;
- Those with a generational history of early school leaving; and
- Those with a generational history of unemployment.

See www.youthplus.edu.au - Publications for further information.

Principles of Operation:

The four principles of operation that all Flexible Learning Centres operate under are Respect, Participation, Safe and Legal and Honesty.

This framework is a significant point of difference from mainstream schooling. The principles establish a “common ground” among staff, young people and families where the means to resolve conflict, negotiate learning, recognise rights and responsibilities are modelled and explored, both within the group and individually.

A primary responsibility for this role is to maintain fidelity to Operation by Principle and the best practice guidelines as articulated in the Youth+ Foundation document.

Primary Role:

Under the broad guidance of the Business Manager, the Accountant/Payroll Officer is responsible for the maintenance of the general payroll functions, general ledger and subsidiary ledgers, periodic reporting and supports the effective management of the financial operations of the Central West Flexi Schools Network. The position requires a high level of self-management and organisation to meet regular deadlines. The position assists sites through the provision of services and consistent collection and processing/interpretation of data and returns, e.g., credit card acquittals, petty cash returns and timesheets.

Organisational Relationship:

The Accountant /Payroll Officer

- is appointed by the Network Principal;
- reports to the Network Principal through the Business Manager;
- collaborates with the Heads of Campus and Administration Officers of Flexi Schools within the Network; and
- cooperates with other members of the Network Support Team.

Authority

- Expenditure authority is to be directed to the Business Manager or Network Principal for appropriate approval.
- All other decisions and authorisations will be referred to the Business Manager.
- Will act as second signatory to electronic payments and transfers.

Key Duties and Responsibilities:

The key duties and responsibilities include, but are not restricted to:

1. Payroll Duties

- Prepare, review and process Central West Flexi Schools Network fortnightly payroll.
- Maintain staff personal and leave records.
- Update and reconcile the general ledger for payroll and superannuation transactions.
- Liaise with staff regarding Employee Self-Serve payroll system passwords, copies of Payment Summaries, Payslips, WorkCover , Taxation forms and general payroll enquiries.
- Liaise with Heads of Campus regarding timesheets for payroll periods, and clarify any anomalies.
- Enter new staff into payroll system, once satisfied that all paperwork is signed and correct.

- Ensure errors in payroll are minimal to maintain staff confidence in the payroll system, to prevent follow-up queries and to maintain correct records at all times
- Maintain timesheet templates for use by sites
- Prepare fortnightly payroll reports for approval by Business Manager

2. Accounting Duties

- Prepare month-end reporting using XERO Accounting software. This includes reconciliations and analysis for final sign off by Business Manager.
- Bank reconciliations, cash management and forecasting.
- Assisting with the preparation of the Annual Budget.
- Assist with the preparation of audit working papers.
- Completion of Annual Fringe Benefits Tax Return and monthly Business Activity Statements.
- Completion of funded program acquittals as required including, but not limited to, Chaplaincy Program.
- Maintain up to date records for reconciliation of WorkCover payments.

3. Other Duties

- Any other duties, as reasonably requested by the Network Principal and/ or Business Manager, from time-to-time. Generally, these additional duties will be mutually agreed to by all parties.

Essential Selection Criteria:

1. Tertiary Qualification in Accounting.
2. Proven Payroll and accounting experience.
3. Proficiency in computing and software (especially Microsoft Word, Excel, Internet) and the ability to manage databases.
4. Proven ability to manage electronic and paper files with a high level of organisational acumen.
5. Strong interpersonal skills with well-developed verbal and written communication skills, are a must.
6. Possess a current unrestricted Driver's licence.
7. Ability to obtain a Positive Working with Children clearance (DCSI), and Catholic Clearance letter.

All applications for this position will be subject to screening procedures as detailed in the appropriate Child Protection Legislation.

These checks are consistent with Edmund Rice Education Australia's commitment to child protection policies and procedures.

Desirable Criteria:

1. Previous experience working within a school environment.

Foundation Statement:

EREA Youth+ seeks to respond to the needs of young people disenfranchised and disengaged from education. They provide a place and an opportunity to re-engage in a suitable, flexible learning environment.

Flexible Learning Centres seek to build honest and authentic relationships with young people, their families and communities, supporting and celebrating the uniqueness and dignity of each person.

Flexible Learning Centres are guided by the vision of Edmund Rice about the empowering service of education, to achieve personal and community liberation through educational experiences that enable transformation.

Strategic Values:

Within our radical, social and ecological justice framework, Flexible Learning Centres are intentional learning communities that articulate the following core values through authenticity and integrity and are expressed through the life journey of its members.

SAFETY

Safety within our environment is liberating, holistic and implicit in all aspects of community life. This includes non-violence, peaceful resolution of conflict, celebration of diversity, freedom from judgement, security to take emotional and intellectual risks.

RELATIONSHIP

Relationships are formed on shared common ground with compassion and love, respecting and celebrating the individual. We embrace the connectedness of complex and authentic relationships within diverse communities.

COMMUNITY

Our dynamic communities seek to be life giving environments where the dignity of all is honoured. Our communities are multi-dimensional spaces for the liberating power of learning and engaging together.

TRANSFORMATION

We walk together on journeys of individual and community transformation. We are sustained by and celebrate our commitment to hope, optimism and a belief in the possible

ECO-JUSTICE

Eco-justice calls us to enact our responsibility to the interconnectedness, sacredness and dignity of all creation.

Job Description Acceptance:

I, (print name)..... have received, reviewed and fully understand the Job Description for an Accountant/Payroll Officer. I further understand that I am responsible for the satisfactory execution of the essential functions described therein.

Signature: Date:.....