



BRINDABELLA
CHRISTIAN COLLEGE

CANBERRA

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CHRISTIAN
COLLEGE**

ACCOUNTANT – FULL-TIME

RECRUITMENT INFORMATION PACK



INTRODUCTION TO BRINDABELLA CHRISTIAN COLLEGE, CANBERRA

VISION STATEMENT

The vision of Brindabella Christian College is to advance a community of Wisdom, Integrity, Service and Excellence, in and through Christian Education.

BACKGROUND

For almost forty years Brindabella Christian College, formerly O'Connor Christian School, has provided a holistic approach to education based on Christian values and beliefs.

Beginning with 2 teachers and 29 students in 1980, Brindabella Christian College now covers two campuses in Central and Norwest. Our students are taught to pursue a life of wisdom, integrity, service and excellence in, and through, Christian Education.

Preparing young people in a changing world which can be complex and ambiguous, demands that the significant adults in a young person's life lead and learn alongside them with purpose, compassion and humility. The College seeks to actively influence the lives of a greater number of young people. It believes that the most authentic way of achieving students success is via the offering of a high-quality Christian education.

The College supports Christian families, and those sympathetic to the Christian worldview, to raise their children in a safe and caring environment. The school partners with parents in the education of their children, supported by Christian staff.

The College is a member of Christian Schools Australia, and the Association of Independent Schools, ACT. The Central Campus caters for children from 3 years of age through to Year 12 and, the Norwest Campus caters for babies and children aged 6 months of age to Year 6.

VALUES

As a Christian school we value –

Wisdom, Integrity, Service, and Excellence

MISSION

Brindabella Christian College will achieve its vision by:

- Offering a 'high quality education' with a Christian world view that encompasses traditional Academic, Arts and Culture, Languages (Mandarin), Sport, Social and Spiritual development
- Immersing God into the daily life of all students from ELC – Year 12
- Attracting, retaining and developing Christian staff of the highest calibre
- Increasing access to its model of Christian education through expansion of its geographic footprint and offer across Canberra
- Positively influencing the lives of others through education and community building.

IMMUTABLE TENETS

Underpinning the Vision, Mission and Values are a set of tenets which Brindabella Christian College holds as sacrosanct. These are central to the identity and tradition of the school and will not be compromised under any circumstance. These include:

- Christian education where God is present in the daily life and work of the College
- Co-education from Early Learning to Year 12
- Service to others
- Non selective entry
- Individual focus on each student achieving their personal best
- Strong community connection

OPERATIONAL PHILOSOPHY OF THE SCHOOL

The core work of Brindabella Christian College is to provide students a high-quality education through a Christian worldview, from the infant developmental stage to the completion of the secondary years.

The College seeks to achieve student centered education by:

- Quality Education
 - Evidence based Academic Programs, Pedagogy and Practice
 - Measurement of student value add – learning analytics and data analyses and tracking at individual student level
 - Use of a Learning Management System (Schoolbox)
- Staff
 - Recruitment of high quality staff to support the teaching, administration and Christian philosophies of Brindabella Christian College and its future growth.

GOVERNANCE

Brindabella Christian College is governed by the Board of Directors. The Directors are responsible for setting the strategic view, the schools' policies, philosophy of the school and regulatory compliance. Five committees are operated by the Board –

- Executive
- Finance Committee
- Governance and Risk Committee
- Futures and Resource Planning Committee
- Education Committee.

The Board appoints the Principal who assumes overall responsibility for the day-to-day operation and management of the College.

FAITH BASIS OF EMPLOYMENT

Appointment to this position is conditional upon you having and retaining during the term of the appointment a firm personal belief consistent with the Statement of Faith attached to your letter of offer from the College. This is inclusive of an active commitment to and involvement with a Christian Church holding a doctrinal position consistent with the Statement of Faith, this being an essential condition and inherent requirement of your appointment and continuing employment.

Should you cease to have a firm personal belief consistent with the Statement of Faith or cease to maintain an active commitment to and involvement with an appropriate Christian Church you must inform the Principal and/or Board immediately. In such an event the College may terminate your employment opportunity summarily in accordance with the provisions outlined in your letter of appointment.

ACCOUNTANT

The position of Accountant is a full-time ongoing position.

Responsible to: The position of Accountant works collaboratively with, and is directly responsible to, the College Business Manager.

Probation period: This position has a six (6) month probation period.

Commencement date: June 2024

PURPOSE

The primary purpose of this role is to:

1. assist with the accounting and finances of Brindabella Christian College and be a primary support to the Business Manager
2. contribute to the success of the College by advocating and promoting sound business and accounting practices and strategy.

RESPONSIBILITIES

The Accountant is responsible for implementing the vision and mission of Brindabella Christian College within the context of the overall organization. The Accountant is to show Godly leadership to the staff expressing an outworking of their faith not only in the way in which they relate to staff, students and parents, but all the other interactions they have in their capacity as a staff member of the College.

The College's mission is expressed in terms of excellence in Christian Education with a mid-fee structure, and within this framework, the Accountant needs to exercise support and wisdom in the way the school provides its education.

The Accountant provides accounting and financial services, and is responsible for the realization of the financial activities in relation to the administration and financial functions of BCC.

The Accountant works to ensure the sound financial control of the school, including preparing the annual budget, fortnightly payroll, fees collection, rebates, and the payment of accounts.

In the areas of budget preparation, and in financial planning, the Accountant works for and with the Business Manager. The role includes the preparation of reports to the Board and the bank, including Statutory Certificates, and bank covenant reporting, reporting to Heads of Faculties on a monthly basis and works with the Auditor and the Board, including the Finance Committee, or as directed by the Business Manager or the Principal.

This involves:

- ensuring that there is proper accounting and control over all income received including fees, government grants, salaries, operating costs, asset purchases and development
- maintaining strong systems of internal control and appropriate segregation of duties and accountability systems
- ensuring payment of all creditor accounts is coded to correct general ledger accounts on a timely basis
- reconciliation of all bank accounts (preferably on a weekly basis)
- controlling all expenditures by reference to budget
- overseeing the accurate oversight of all payroll entries
- working with the Payroll Officer in the timely preparation of annual payment summaries and other records pertaining to employment, leave entitlements and superannuation
- monitoring the College's cashflow, and developing KPIs
- preparing the annual budget and financial plan for all aspects of the school's operations with the Business Manager and the Principal, including developing a 10 year financial plan for the College
- providing advice to the Business Manager and the Principal in relation to the financial management of the school
- providing monthly cash flow, Profit and Loss Statement, and Balance Sheet for the Business Manager and Principal to report to the Board, including a written report highlighting any issues and variations and where necessary information for the monthly compliance list. The College practices accrual accounting

- providing end-year financial statements and statutory returns in accordance with current accounting standards and relevant regulations. Liaise with the College's auditors and ensure the financial statements are audited and lodged within the prescribed time
- preparing responses to financial questionnaires for the Commonwealth Department of Education
- preparing with the Business Manager the annual government census for both State and Commonwealth Education Departments
- preparing the annual financial questionnaire for the Commonwealth Department of Education

Appraisal/Review Conditions

The Accountant will undertake a performance appraisal annually.

Additional information and requirements

It is expected that the Accountant will provide support to the Business Manager. Additionally, the Accountant is required to participate fully in the life of the School.

Salary and Leave Entitlements:

Four weeks annual leave.

SELECTION CRITERIA

Applicants for the position of Accountant must be able to demonstrate high-level performance against the following:

ESSENTIAL SELECTION CRITERIA/REQUIREMENTS

QUALIFICATIONS AND SKILLS

- Current WWVP Clearance or ability to gain prior to commencement of employment
- A tertiary qualification in Commerce or Business with a major in accounting, and a Certified Practising Accountant (CPA), Chartered Accountant (CA), or a Institute of Public Accountants and relevant experience.
- Proven experience in a management accountant role.
- Experience in accrual accounting
- Accounting Standards including treatment of leases
- Proven financial management/reporting and analysis skills, including reporting, development of budgets and forecasts.
- Demonstrated high degree of experience and computer skills in sophisticated Accounting Software, Information Systems including Microsoft Office (Excel, Word, Access and Outlook) and use of the Internet.
- Planning and organising priorities both individually and as a member of a team.
- Empathy, understanding and a positive approach to ensuring the rights and responsibilities of people with disabilities.

ACCOUNTING, COMMERCE AND FINANCE SKILLS

- ability to undertake the accounting control requirements
- ability to liaise with government and regulatory authorities
- ability to learn IT and accounting software and experience in PCSchool
- ability to attend meetings and contribute to an effective workplace

LIAISON WITH GOVERNMENT REGULATORY AND BANKING ORGANISATIONS

This involves:

- providing information to complete statistical and financial returns for regulatory bodies, such as: ACT Department of Education, Commonwealth Departments, Block Grant Authority, Australian Taxation Office, association of Independent Schools and the relevant banking institution(s)

OTHER DUTIES

It should be noted that the duties of the Accountant may be varied by the Business Manager as required in line with College requirements.

TERMS OF APPOINTMENT

The remuneration package includes a salary commensurate with the applicant's qualifications and experience. Consideration will be given to salary packaging.

There will be a regular appraisal of performance based on agreed criteria. After the probationary period, the position will be an ongoing salaried position.

The School reserves the right to fill the position by invitation or to re-advertise the position.

TERMS OF APPOINTMENT

The remuneration package includes an attractive annual salary commensurate with the applicant's qualifications and experience. Consideration will be given to special superannuation arrangements and salary packaging.

There will be regular performance based appraisals (see page 4) on agreed criteria. These appointments are full-time and ongoing with a 6-month probationary period.

It is envisaged that the appointee will be able to take up this position in Term 1 2024.

The College reserves the right to fill the position by invitation or to re-advertise the position.

OTHER DOCUMENTS

Please note that the following documents are available on the School website for your reference:

1. Faith Basis of Employment Statement
2. Lifestyle Agreement and Intention to Continue Statement
3. Multi Enterprise Agreement

APPLICATIONS

Applicants for the advertised position at Brindabella Christian College are required to complete the application form found on the [BCC website](#).

LODGEMENT OF APPLICATIONS

Applications should be marked **CONFIDENTIAL** and addressed to:

Human Resources
Brindabella Christian College
PO Box 5103
LYNEHAM ACT 2602

or

Email to jobs@bcc.act.edu.au

CLOSING DATE

Applications must be received in full by 30 June 2024. The College reserves the right to interview before the closing date and make an employment decision before that date.