



**BRINDABELLA
CHRISTIAN
COLLEGE**

ACCOUNTANT

LYNEHAM CAMPUS

APPLICANT RECRUITMENT INFORMATION PACK



Information Pack – April 2019

Approved by Board April 2019

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

Brindabella Christian College is a growing, non-denominational, co-educational Early Learning to Year 12 Christian School in the North of Canberra. It enjoys a reputation of being 'student centered', with excellence in pastoral care. In 2012 the College extended its offer to include Early Learning Centres (ELC) to Year 12 and in 2014 commenced a second campus. It is one of a few 'mid fee' independent schools in Canberra offering a fully integrated educational program.

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 Charnwood and Lyneham with over 170 staff and close to 1000 students.

Preparing young people in a changing world which can be volatile, uncertain, 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 access to those students is via the offer of a high-quality education offer. This is the core business of Brindabella Christian College.

The College supports Christian families and those sympathetic to the Christian worldview to raise their children in a safe and caring environment. The school aims to partner 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 Lyneham campus caters for children from 3 years of age through to Year 12 and, the Charnwood Campus caters for babies and children aged 6 months of age to Year 5 (Year 6 in 2020).

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
- Upholding of traditional, conservative Biblical values
- 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 to students a high-quality education through a Biblical worldview, from the infant developmental stage to the completion of the secondary (College) years.

In order to achieve this, the College has reviewed and improved academic programs, made changes to the organisational structure including staff appraisal and review, improved staff professional development, maintained pastoral care for students, and aims to employ high quality staff to support the teaching 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, implementation 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 and the Business Manager, who assume overall responsibility for the day-to-day operation and management of the School.

The position, Accountant is located at the Lyneham Campus.

ACCOUNTANT

The position of Accountant is a full-time on-going 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: May 2019

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 school 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, oversee 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.

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 and public holidays.

SELECTION CRITERIA

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

ESSENTIAL SELECTION CRITERIA/REQUIREMENTS

QUALIFICATIONS

- degree qualification in Accounting, Finance or Commerce
- current WWVP Clearance or ability to gain prior to commencement of employment

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 MYOB
- ability to attend meetings and contribute to an effective workplace

FAITH BASIS OF EMPLOYMENT

- act consistently with the Christian content within both the 'Faith Basis of Employment' and 'Lifestyle and Intention to Continue' statements within the College letter of offer and the Multi-Enterprise Agreement (these documents are available from the College's website).

SPECIFIC AREAS OF RESPONSIBILITY INCLUDE

ACCOUNTING CONTROL

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
- controlling all expenditure by reference to budget
- the accurate oversight of all payroll entries into accounting package (MYOB)
- 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 a monthly cashflow, 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
- 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
- conducting regular Board, and Head of Faculty training on finances and budgets
- 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
- editing data into Somerset accounting survey

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

It is envisaged that the appointee will be able to take up the position in May of 2019.

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

APPLICATIONS

Applicants for the position of Accountant, Brindabella Christian College are required to include in their application the following:

1. Full name
2. Qualifications
3. Religious affiliation and any church activities
4. Broad details of past and current positions specifically related to the advertised position
5. Address all stated essential selection criteria and responsibilities
6. Other activities, interests and pursuits
7. The names, addresses and telephone numbers of three (3) referees from whom the selection panel may seek confidential information

SPECIFIC POSITION ENQUIRIES (NOT LODGEMENT) TO:

Mr Andrew Kent, Business Manager, Brindabella Christian College Phone: +61 (2) 6247 4644

LODGEMENT OF APPLICATIONS

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

Business Manager
Brindabella Christian College
c/- Progressive Training (WA) Pty Ltd
PO Box 1854
GERALDTON WA 6530

Applications can be posted as per the address above or lodged electronically by email to:
admin@progressivetraining.com.au

CLOSING DATE

Applications must be received in full before 5.00pm Western Standard Time on Wednesday 1 May 2019. Interviews are expected to be held shortly thereafter.