

Finance Officer (Operational Accounting) - Position Description

PORTFOLIO:	Finance and Infrastructure
TEAM:	Financial Services
REPORTS TO:	Team Leader, Operational Accounting
WORKING WITH CHILDREN:	Non-Child Related Role, Clearance Not Required

Catholic Education in the Diocese of Lismore

Catholic schools have been part of the Diocese of Lismore since the nineteenth century and play a significant role in the life of parishes, being part of the evangelising Mission of the Church. Under the pastoral leadership of the Bishop of Lismore, Catholic schools provide faith-filled, inclusive and caring environments that allow young people to grow in their faith, better understand the Mission of Jesus Christ and experience 'fullness of life' (John 10:10) in learning and living well.

The Diocese of Lismore stretches along the coastal strip of New South Wales from Tweed Heads in the north to Laurieton in the south and west to Dorrigo on the Great Dividing Range. Catholic schools in the Diocese of Lismore are governed by the Diocese of Lismore Catholic Schools Limited (DLCSL). *Educational Ministry in the Diocese of Lismore: Co-responsibility in the Service of the Mission* outlines the ministry, principles and ecclesial dimensions of Catholic education under the DLCSL.

Diocese of Lismore Catholic Schools

The Diocese of Lismore Catholic Schools (DLCS) provides a range of services to support approximately 3,500 staff in 45 vibrant and dynamic Catholic school communities that serve 18,000 students. The DLCS assists schools to build teaching and leadership capabilities in communities of professional educators who share responsibility for school improvement and for achieving the best outcomes for our students.

Finance and Infrastructure

The Finance and Infrastructure portfolio enables and fosters an engaging workplace experience and excellence in student outcomes through services aligned to the Mission and the Strategic Plan of DLCSL. The portfolio is comprised of the following key functions:

- Financial Services
- Technology Services
- Property Services
- Data.

Position Purpose

This position performs a range of operational accounting activities to support delivery of accurate and efficient accounting operations that ensure the integrity of the DLCSL's ledger, financial data and reporting.

This role supports the underlying Mission of Catholic Education in the Diocese of Lismore by delivering services that contribute to enabling students to achieve the fullness of life.

Organisational Relationships

Reporting lines

- The Finance Officer is part of the Financial Services team and reports to and takes direction from the Team Leader, Operational Accounting.

Interactions

- This role will interact with staff across the Finance and Infrastructure portfolio and Schools across the Diocese.

Service Delivery Area

- This role provides service delivery across the Diocese.

Key Responsibilities

In completing the duties of the role, all employees are expected to adhere to and support the Lismore Diocese Catholic Education Vision, Mission and Foundational Values and the achievement of the strategic priorities. Employees are required to adhere to Catholic Education policies and procedures and comply with a range of statutory requirements, including work health and safety legislation, safeguarding children and promotion of a child safe culture.

Employees are required to lead and participate positively in the Mission of Catholic Education, planning forums, staff meetings and ceremonies at executive, team, diocesan and regional and broader levels across the Diocese.

The key responsibilities of this position include, but are not limited to:

- Carry out end of month processes including:
 - Bank reconciliations.
 - BAS preparation and lodgement.
 - Reconcile control accounts and follow up discrepancies.
 - General ledger journals.
- Provide support to schools in the use of the accounting systems.
- Administer and monitor the processing of financial transactions for schools to maintain the integrity of schools' general ledger systems.
- Preparation of bank reconciliations.
- BAS preparation and lodgement.
- Working closely with the Finance Business Partner and school staff, ensure an accurate and timely month end close of the general ledger.
- Prepare end of month/year balance sheet reconciliations.

- Provide functional and operational support to school staff in the use of their financial software package.
- Assist with training of school staff in the finance functions/requirements of the school.
- Assisting with continuous improvement of process documentation including updating user guides and other training materials for finance staff (school & central).
- Create, maintain and enhance working relationships with internal and external stakeholders
- Ensure safety & equity in the workplace by implementing and monitoring DLCSL's WH&S and Equity policies and procedures.
- Carry out other duties as required.

Selection Criteria

Work Requirements

- A current/valid Australian Driver's Licence and eligibility to work within Australia for the period of the appointment.
- A cleared National Police Check.

Qualifications

- A relevant qualification, or experience in accounting or commerce, or financial management.

Work Experience

- At least five years' experience in a relevant accounting role.

Key Capabilities

- Attention to detail, accuracy and good record keeping skills.
- Demonstrated experience in doing and/or reviewing balance sheets, assessing financial data and other accounting reconciliations.
- Assisting with continuous improvement of processes and documentation.
- Demonstrated knowledge of accounting principles and practices.
- Demonstrated experience in Microsoft Excel and Microsoft Word and accounting software, preferably Technology One and/or Compass.
- Ability to provide reports and financial process/policy advice to stakeholders in a school environment.
- Demonstrated high level of organisational skills, including the capability to set priorities and work to deadlines.

Plus, the following generic criteria:

- Respect and upholding the ethos and teachings of the Catholic Church and the values of the Employer
- Knowledge of WHS and equity principles in the workplace.

The job description is not designed to cover or contain a comprehensive listing of the employee's activities, duties, or responsibilities. Duties, responsibilities and activities may change, or new ones may be assigned in line with the changing needs of the DLCS.