

## CHRISTIAN RESOURCE MINISTRIES

### Position Description

<b>Position Title</b>	Accountant
<b>Work Location</b>	316-322 Kingston Road, Clarinda VIC 3169
<b>Award</b>	Churches, Schools and Public Benevolence Institution
<b>Classification</b>	
<b>Qualifications and Experience</b>	Accounting CPA / CA qualifications with at least 3-5 years of subsequent relevant experience
<b>Reports to</b>	Business Manager
<b>Direct Reports</b>	2 Finance Officers
<b>Date Created</b>	September 2020
<b>Time fraction</b>	3-4 days per week (neg)

#### Christian Resource Ministries (CRM)

The vision of CRM is to reach and disciple people for Christ through churches and schools. CRM began as a church in 1976 in Springvale and purchased and moved to a new property in Clarinda in 1992. From those early days, there has been an entrepreneurial and pioneering spirit in the expression of the mission of the organisation.

In 1999, Heatherton Christian College was established on the same site as the church and both have prospered and grown alongside each other. The school has developed a reputation for excellence in Christ centred learning and the formation of good character. The alumni are achieving great results in many fields of service, the professions and industry.

Kingston City Church is a leading church in CRC Churches International and plays a significant role in the leadership and governance of the denomination. It is a Pentecostal church with influence across the south east of Melbourne. The church has significant assets and committed and resourceful people who seek to serve the community and be a positive and godly influence.

In 2015, the amalgamation with a small church in the west of Melbourne brought an opportunity to revive the congregation there and to establish a second campus of HCC. The new school, Wyndham Christian College, was launched in 2019 and has experienced exceptional growth in the first two years. There is an exciting future for CRM education as both campuses of the college are developing infrastructure to contain the growth potential.

Christian Resource Ministries is at an exciting juncture in its history where churches and schools are being birthed and new opportunities are being explored. The need for professional expertise is increasing because of the growth of the organisation. A person with a pioneering heart who values being a part of a dynamic team will find satisfaction and fulfillment in joining CRM.

#### Position Summary

Reporting to the Business Manager, the Accountant is a key member of the Christian Resource Ministries (CRM) Finance Team. The position is accountable for ensuring that the day to day financial operations of CRM and its entities are completed in a timely and efficient manner and will assist the Business Manager with the financial, resource and business management of the organisation in accordance with organisation policies, legislative requirements and within budgetary constraint. The position undertakes the full range of financial activities including accounting, budgeting, treasury and asset control. This includes supporting the Business Manager in providing reports to the College Board, CRM Board and Finance Committee. The Accountant's role is to provide accurate and reliable reporting and to ensure fiscal accountability is maintained.

The Finance Team of CRM is responsible for providing financial management, guidance and support and to contribute to the strategic direction of the organisation. The Accountant attends CRM Finance Committee meetings as required.

The Accountant is a key position within CRM and therefore general expectations are as follows:

### **Culture**

- Ongoing membership and active involvement in a church
- Lead by personal example, by maintaining a Christian tone and atmosphere in the organisation that reflects a loving and caring community in which excellence in all matters is sought
- Assist in the establishment and maintenance of a God-honouring spiritual and emotional atmosphere and appropriate lines of communication
- Uphold the Mission, Vision and Values of the organisation and implement all approved policies
- Help to develop and maintain an atmosphere of innovation to the finance staff

### **Involvement in the life of the Organisation**

- Ideally attend Kingston City Church
- Attending management and other meetings as appropriate
- Being involved in a range of organisational events as considered appropriate and/or as required
- Supporting staff, interacting with members, students and parents and supporting related activities
- Where desired or appropriate, providing spiritual/pastoral guidance to staff

### **Key Responsibilities**

#### Finance and Strategic Planning

- Monitoring the organisation's cash flow against budget forecasts and credit standards and control
- Information and reports to relevant stakeholders is provided in a timely manner for financial management, annual budgets and financial planning
- Preparation, in consultation with the Business Manager, of annual budgets, accurate monthly management accounts and reporting, and long-term budgets for presentation to the respective boards
- In consultation with the Financial Officer, monitor and control accounts in arrears
- Timely assessment of applications for Financial Consideration
- Maintenance of the Asset Register ensuring it is up to date and accurate
- Administration of the entity accounts is accurate
- Management of the organisation's Tax Obligations and preparation and on time submission of Business Activity Statements and Fringe Benefit Tax Returns
- In consultation with the Executive Principal and Business Manager, assist with monitoring the financial aspects of the College campuses

#### Accounting Control

- Implementation of accounting policies and procedures as directed by Business Manager
- Provide data (and explain variances) to the Business Manager for monthly and end of year financial statements and statutory returns in accordance with Incorporated Association law, Australian Charities and Not for Profits Commission regulations
- Preparation of audit schedules and liaising with external financial auditors regarding the organisation's annual financial reports

- Assist with the implementation of the risk management plan for the organisation as it relates to the financial aspects of the organisation's activities
- Preparation of regular and timely bank reconciliation statements and oversight of the operation of the General Ledger
- All income and expenditure follow proper accounting controls and that invoices are paid according to the payment terms
- Oversight of the staff budget allocations

#### General

- Other related tasks and responsibilities as directed by the Business Manager

#### Key Performance Indicators

1. Ensure all enrolments are covered by contracts by regularly liaising with the Registrar
2. Provide accurate financial reports to an agreed schedule (or on request) as set and directed by the Business Manager
3. Submission of Business Activity Statements to Business Manager within two business days in advance of due date
4. The organisation's taxation obligations are met and on time
5. Audit preparation schedules to be ready mid-December and mid-February every 12 months
6. Timely response and solutions to staff and community finance enquiries

#### Accountability and Authority

- Liaise and communicate with members, parents, law enforcements officers and local state and federal department officers on behalf of the organisation and act on behalf of the organisation within agreed parameters and in liaison with the Chair, Executive Principal, Business Manager and Finance Committee
- Under the direction of the Business Manager, act on behalf of the organisation in negotiating with government agencies, contractors, financial institutions and associations
- Operates autonomously within set Policies, Procedures and Guidelines and is provided direction by the Business Manager

#### Skills and Knowledge

- Present an attitude towards continuous learning and quality improvement
- CA / CPA qualifications or equivalent
- 3-5 years' experience in a similar role
- Ability to meet deadlines
- Knowledge of statutory compliance relating to the religious, charity, education sector and regulatory bodies/Grant Administration
- Advanced computer skills including proficiency in Microsoft Office and financial systems such as MYOB
- Experience with reconciliations and internal auditing

#### Attributes

- A strong, demonstrable, personal Christian faith
- Understanding and willingness to support the mission, ethos and values of the organisation
- Highly developed communication and interpersonal skills
- Ability to build rapport with members, staff and students and provide quality expert services

- Analytical and problem-solving skills
- Attention to detail and accuracy
- Excellent time management and organisational skills

### **Professional Development**

- Keep up to date with knowledge, research and developments within the education finance sector
- Participate in annual performance reviews, meetings and staff training as and when required in consultation with the Business Manager

### **Pre-requisites**

- Current Police Check and Working with Children Check
- Current Victorian Driver's License

### **Application Process**

Applications should be submitted via email to the PA to the Executive Principal, Heather Harrison [heather.harrison@hcc.vic.edu.au](mailto:heather.harrison@hcc.vic.edu.au) and need to include the following:

- A cover letter, addressed to the Executive Principal, Peter Cliffe
- A copy of your CV
- A summary page making mention of the unique skills, attributes and experiences that you would bring to the role
- Contact details of three referees, one of whom can attest to your Christian faith and activity

Applicants must subscribe wholeheartedly to the [Heatherton Christian College Statement of Faith](#) and demonstrate and articulate an active Christian faith (church involvement).

Applications close at **5:00pm on Friday 2 October 2020**.

A confirmation email will be sent on receipt of your application. If you do not receive a confirmation email within 24 hours of emailing your application, please contact the College on 8551 6650.