



POSITION DESCRIPTION – ACCOUNTANT MARLENE MOORE FLEXI SCHOOLS NETWORK

For more information about this position, please contact Carolyn England, Business Manager, Marlene Moore Flexi Schools Network

E: carolyn.england@ereafsn.edu.au

P: 0418 493 538

Role Title/s	Accountant
Location	Marlene Moore Flexi Schools Network
Contract	Continuing Full Time
Start Date	Immediate start, or as soon as can be negotiated with successful applicant
Applications Close	4pm, Monday 22 November 2021
Applications to:	MMRecruitment@ereafsn.edu.au
Reports To	Business Manager Marlene Moore Flexi Schools Network
Award	<i>CATHOLIC EMPLOYING AUTHORITIES SINGLE ENTERPRISE COLLECTIVE AGREEMENT DIOCESAN SCHOOLS QUEENSLANDS 2019-2023</i>

FOUNDATION STATEMENT

Edmund Rice Education Australia (EREA) 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 (FLCs) seek to build honest and authentic relationships with young people, their families and communities, supporting and celebrating the uniqueness and dignity of each person. FLCs 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.

PRINCIPLES OF OPERATION (RESPECT, PARTICIPATION, SAFE AND LEGAL, HONESTY)

All employees of the Marlene Moore Flexi School Network adhere to the concepts of Common Ground and Operation by Principles – more information can be found on the EREA website. All flexible learning centres operate under this framework and this is a significant point of difference from mainstream schooling. The principles establish a





Marlene Moore

Flexi Schools Network

“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.

BACKGROUND

Marlene Moore (1945-1995) was a proud Wakaw Wakka woman who worked on the staff of the first FLC at Logan in the 1980's. A member of the Stolen Generations who was taken from Gayndah to Cherbourg at the age of two along with her seven brothers and sisters, Marlene left at the age of 15 and worked as a domestic. She married and moved to Logan in 1975 where she raised six children. Marlene decided to return to study at Kangaroo Point TAFE College, where she completed studies in Welfare. She also went on to complete Early Childhood Studies through the Creche and Kindergarten Association. Marlene was appointed Indigenous Liaison Worker within Centre Education where she also worked as live-in caretaker. Her last few years were spent proudly working as the Indigenous Liaison Officer at Logan Hospital. Marlene passed away in 1995 aged 50.

Marlene Moore Flexi Schools Network (MMFSN), named in honour of Marlene, is an initiative of EREA. MMFSN offers a full-time and multiyear secondary education and social inclusion program for disenfranchised young people across four school campuses: Hemmant, Deception Bay, Noosa and Gympie. Young people may express a broad range of complex education and social needs and MMFSN FLCs respond with a variety of flexible and innovative social inclusion and learning experiences.

Marlene Moore Flexi School Network (MMFSN) is an initiative of EREA. MMFSN offers a full-time and multiyear secondary education and social inclusion program for disenfranchised young people. Young people may express a broad range of complex education and social needs and EREA FLC's respond with a variety of flexible and innovative social inclusion and learning experiences.

MMFSN provides 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.

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;
- ❖ Those with a generational history of unemployment.

See www.ereafsn.edu.au for further information

PRIMARY ROLE

This position forms part of the Marlene Moore Flexi Schools Network administration staff, working for the Principal under the general direction of the Business Manager. The Accountant will work collaboratively with other members of the administration staff to ensure a high level of administrative support for the staff, students, and wider school communities.

This position will:

- ❖ Have responsibility to administer the financial Management of the network, including accounts payable, payroll and asset management functions;
- ❖ Have responsibility for ensuring all administrative functions and reporting compliances of the school are completed in a timely and accurate manner;
- ❖ Monitor and analyse regular management information such as staffing and financial resource usage, ensure that associated information systems are maintained and that regular reports are provided to management;
- ❖ Identify procedures requiring review or re-development and define relevant issues;
- ❖ Work collaboratively with staff to provide a safe, conducive work environment for staff and young people;
- ❖ Operate within the context of EREA Policies and Procedures.

SKILLS, KNOWLEDGE AND EXPERIENCE

- ❖ Facilitate effective communication with staff, young people and key stakeholders in a way that contributes to the goals and ethos of EREA;
- ❖ Demonstrate a capacity for discretion and an ability to maintain confidentiality;
- ❖ Demonstrate an ability to analyse and report on complex financial data;
- ❖ Demonstrate an ability to be self-managed to meet deadlines without close supervision;
- ❖ Accounting qualifications at a tertiary level are essential.



DUTIES AND RESPONSIBILITIES

Typical duties and responsibilities include but are not restricted to:

1. Executive Support:

- Monitor and analyse regular financial management information to ensure that associated information systems are maintained and that regular reports are accurate and available to the Business Manager
- Support the Business Manager in formulating procedural policies and guidelines that relate to the efficient and effective functioning of the MMFSN

2. Expenditure Management (including Payroll):

- Provide advice and assistance to the Business Manager in the preparation of the annual budget, monthly management accounts, annual financial statements and commonwealth and State government returns and acquittals.
- Manage the accounts payable process including all on-line electronic payment processes (eg Direct Debit, BPay), including review and posting of journaling undertaken by other network school's administrative officers
- Prepare monthly financial expenditure reports for all areas of the MMFSN
- Monitor expenditure against budget and assist the Business Manager to prepare financial budgets and forecasts
- Prepare the fortnightly payroll process for all MMFSN staff and update staff personal records
- Support the Business Manager in the preparation of the annual financial statements for audit and liaise with the auditors in relation to the conduct of the audit
- Prepare and lodge the monthly business activity statements and annual FBT return
- Control and maintain the MMFSN fixed assets register
- Manage the preparation of all bank reconciliation statements

3. General Ledger:

- Maintain the general ledger to ensure accuracy and timeliness of financial information
- Prepare the monthly accounts of the network and assist in the formulation of period and year end general ledger entries



4. Other identified duties specific to the role in this Flexi Schools network

- Carries out duties and tasks that may be reasonably assigned by the Business Manager or Principal from time to time
- Support administration staff within the network

APPLICATION PROCESS AND SELECTION CRITERIA

Applications are to be emailed to MMRecruitment@ereafsn.edu.au by 4pm, Monday 22 November. To apply for this role please provide the following:

- ❖ A cover letter addressed to Matt Hawkins, Principal, Marlene Moore Flexi Schools Network, outlining relevant experience and reasons for wishing to apply;
- ❖ Current resume outlining qualifications, previous experience, and skills: Please include contact details of two referees, one of whom is from current or most recent place of employment.
- ❖ Response to the following Selection Criteria (no more than four pages):
 - SC1 – Demonstrated knowledge of accounting standards and practices, including an applied understanding of accounting systems and ability to interpret and apply individual industrial awards and instruments;
 - SC2 – Demonstrated excellent interpersonal and communication skills to effectively deal with Network and school staff, and other key stakeholders;
 - SC3 – Demonstrated ability to plan, prioritise and organise workload to meet deadlines and ensure the development and smooth running of month and year end financial processes;
 - SC4 – Demonstrated ability to work effectively as a member of a team and to operate efficiently under self-direction;
 - SC5 – Demonstrated ability to use the Microsoft Office suite, ability to acquire skills in the use of databases, customised accounting and other evolving information and communication technologies

Our organisation supports the rights of children and young people and is committed to providing a safe and supportive environment directed at ensuring their safety and wellbeing. All applicants for these positions will be subject to EREA screening procedures.

First Nations Peoples are encouraged to apply.