



EDMUND RICE EDUCATION  
AUSTRALIA

# EASTERN FLEXIBLE SCHOOLS NETWORK

PO Box 301  
Fairy Meadow, NSW 2519  
PH: 0427 455 964  
www.ereafsn.edu.au  
ABN: 96 372 268 340

## Position Description: Accountant / Finance Officer

Aboriginal and Torres Strait Islander people are encouraged to apply

<b>ROLE TITLE</b>	Accountant / Finance Officer
<b>LOCATION</b>	EREA NSW Eastern Region Flexible Schools Network Option to be based in Wollongong, NSW or Carlton, Melbourne
<b>NETWORK</b>	NSW Eastern Region FSN, Edmund Rice Education Australia
<b>SALARY OR AWARD</b>	NSW Catholic Independent Schools (Support Staff Model B) Multi-Enterprise Agreement 2020 - Level 6 (\$79,273-\$89,962 + Super)
<b>EMPLOYMENT STATUS</b>	Full Time, Ongoing
<b>COMMENCEMENT</b>	ASAP
<b>CONTACT</b>	Trish Roberts – Business Manager
<b>PHONE/EMAIL</b>	0401 800 105 or <a href="mailto:eastern.network@ereafsn.edu.au">eastern.network@ereafsn.edu.au</a>
<b>JOB REFERENCE NO.</b>	EFSN/AFO/072022
<b>CLOSING DATE</b>	30 July 2022. Applications will be considered as they are received.

## Background

The Eastern Flexible Schools Network is an initiative of Edmund Rice Education Australia and has schools located in Wollongong, St Marys, Newcastle and Pambula Beach. We provide a full-time secondary education and social inclusion program based on positive relationships and common ground for disenfranchised young people. Our schools aim to re-engage young people in education, and to support positive transitions to adulthood, employment, further education and training, and their communities.

We are committed to the safety and wellbeing of all children and young people. We are committed to providing a child safe and child friendly environment, where children and young people are safe and feel safe and are able to actively participate in decisions that affect their lives.

Students who attend may be disengaged from mainstream education for a variety of reasons including:

- Those who have had contact with the juvenile justice system;
- Those who reside in Out of Home Care (OoHC);
- 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; and,
- Those with a generational history of unemployment.

See <https://www.ereafsn.edu.au/> for further information.

## Child Safeguarding

Edmund Rice Education Australia (EREA) is a child safe organisation committed to the protection of children. EREA and its schools have a zero tolerance of abuse of harm towards children. Eastern Flexi Schools Network (EFSN) being a subsidiary of EREA is also committed to ensuring the safety, wellbeing and dignity of all children and young people. Therefore, all applicants will be subject to EREA policy and legislative screening procedures. These checks are consistent with EREA's commitment to child safeguarding policies and procedures. This includes complying with our Child Safeguarding policy, Code of Conduct and Working with Children Checks.

## Primary Role

### Payroll Duties

- Prepare and review fortnightly payroll for processing by the EREA central processing office
- Maintain staff personal and leave records
- Update and reconcile the general ledger for payroll and superannuation transactions
- Liaise with staff regarding Employee Self-Serve payroll system passwords, copies of Payment Summaries, payslips, WorkCover, taxation forms and general payroll enquiries
- Liaise with Heads of Campus regarding timesheets for payroll periods, and clarify any anomalies
- Enter new staff into payroll system, once satisfied that all paperwork is signed and correct
- Ensure errors in payroll are minimal to maintain staff confidence in the payroll system, to prevent follow-up queries and to maintain correct records at all times
- Maintain timesheet templates for use by sites
- Termination calculations, LSL and dismissal calculations following the EBA.
- Employee Increment assessments.
- Prepare fortnightly payroll reports for approval by Business Manager

### Accounting Duties

- Prepare month-end reporting, including reconciliations and analysis for final sign off by Business Manager.
- Maintenance of monthly/quarterly financial data on the EREA Portal.
- Bank reconciliations, cash management and forecasting
- Responsibility for ensuring all accounts payable functions and compliance is completed in a timely and accurate manner
- Assisting with the preparation of the Annual Budget
- Assisting with preparing audit working papers and Annual Statutory Accounts
- Completion of monthly Business Activity Statements.
- Completion of funded program acquittals as required.
- Preparing annual Financial Questionnaire Returns for all schools in conjunction with Business Manager.
- Maintain up to date records for reconciliation of WorkCover payments
- Maintain the Fixed Asset Register
- Prepare monthly journals in relation to Concur (*credit card expenditure*)
- Draft and distribute purchase orders

## Other Duties

- State and Federal Census return submissions with support from data collated by staff at sites.
- Assisting Business Manager with the management of the Complispace Assurance Program
- Assist with documenting and reviewing procedures to improve the efficiency and accuracy of the finance processes.
- Any other duties, as reasonably requested by the Principal or Business Manager. Generally, these additional duties will be mutually agreed by all parties.
- Assist and maintain a supportive and safe working environment.
- Participate in meetings, both internal and external, as required.
- Role model behaviour in line with the EREA Flexi School Networks – Operation by Principle on Common Ground and EREA Touchstones.

## Desired Skills, Knowledge, and Experience

- Tertiary Qualification in Accounting (*desirable*)
- Previous experience in payroll and accounts payable processing (*minimum 3 years' experience - essential*)
- Previous experience in computerised accounting system (*essential*)
- Strong interpersonal skills with well-developed verbal and written communication skills.
- Proficiency in computing software (especially Microsoft Word, Outlook and Excel) and the ability to develop skills in databases.
- Proven ability to manage electronic and paper files with a high level of organisational acumen.
- Ability to be flexible and respond to current needs as they occur
- High organisational skills with the ability to prioritise work and remain multi-task focussed.
- Ability to work in a team environment and to be supportive of others in the immediate work domain.
- Hold a current Drivers Licence.
- A positive NSW Working with Children Check (WWCC) (*essential*)
- Supply a full vaccination certificate (*essential*)

## Applications

Please forward applications to [eastern.network@ereafsn.edu.au](mailto:eastern.network@ereafsn.edu.au) by **5:00pm on Saturday, 30 July 2022**. **Applications must include each of the following:**

- A Cover Letter, which includes:
  - Relevant qualifications;
  - Summarises relevant experience;
  - Reasons for wishing to apply.
- A current resume outlining previous experience and skills;
- Two referees (including contact details). Please include a referee from current or most recent place of employment.

For further information contact Trish Roberts, Business Manager on 0401 800 105, or, by email at [eastern.network@ereafsn.edu.au](mailto:eastern.network@ereafsn.edu.au)

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. Aboriginal and Torres Strait Islander peoples are encouraged to apply