

ROLE DESCRIPTION

Position	Corporate Accountant
Organisation	<p>Mercy Education Limited (MEL) is the delegated authority of the Institute of Sisters of Mercy of Australia and Papua New Guinea (ISMAPNG – ‘the Institute’).</p> <p>Mercy Education governs thirteen Mercy Colleges within the Education Ministry across Victoria, South Australia and Western Australia.</p> <p>This Education Ministry is one of the many not-for-profit works of the Sisters of Mercy operating throughout Australia.</p> <p>Mercy Education is committed to ensuring the safety, wellbeing and dignity of all children and young people.</p>
Reports To	Head of Business Operations (Chief Financial Officer)
Key Relationships	The Corporate Accountant will be part of the MEL National Office working from Alphington. The role requires regular liaison within MEL National Office, with College Business Managers and ISMAPNG staff.
Location	720 Heidelberg Road, Alphington, Victoria
Core values of Mercy Education	Justice, Compassion, Hospitality, Service, Respect and Courage
Primary focus of the position:	All accounting functions for the National Office operations and for consolidated group accounting requirements
Full Time Equivalent (FTE)	Full-time (applications for 0.8 FTE accepted)
Commencement Date	WED 27 JAN 2021
Remuneration	<p>Education Support Employee Category A, Level 5, Subdivision 5 plus additional loading of up to 10% according to experience and/or qualifications</p> <p>Victorian Catholic Education Multi Enterprise Agreement (2018)</p> <ul style="list-style-type: none"> • Salary range \$113,364 to \$124,700 (full-time) • 9.5% superannuation • Four weeks annual leave (additional purchased leave is available)
About this Role Statement	As Mercy Education Limited evolves to meet the changing needs of Mercy Education, so will the roles required of its entire staff. As such, staff should be aware that this document is not intended to present the role in which the occupant will perform in perpetuity. This role statement is intended to provide an overall view of the incumbent’s role as at the date of this statement.
Version Information	1.0 (Current at 14 OCT 2020)

1. Core Responsibilities – Office Accounting:

- All financial processing of National Office transactions, including BAS, quarterly reporting and annual budget submissions
- Payroll processing for National Office staff
- Manage the annual audit of the Mercy Education National Office
- Other duties as directed by the MEL Chief Executive or their delegate

2. Core Responsibilities – Group Accounting:

- Prepare consolidated group accounts, including financial benchmarking and bank reporting
- Collate and review school interim accounts and budget submissions
- Support for Central Payroll Service operations including monthly superannuation and creditor remittances, salary updates and support for school users
- Prepare MEL Corporate FBT Return
- Co-ordinate the MEL corporate insurance portfolio
- Maintain the CommBiz corporate banking platform
- Co-ordinate the MEL corporate vehicle register
- Monitor all capital works projects from initial approval requests to project completion
- Other duties as directed by the MEL Chief Executive or their delegate

3. Key Selection Criteria

- Demonstrate a commitment to the Mission, Vision and Values of Mercy Education and the ministerial works of the Institute of the Sisters of Mercy of Australia and Papua New Guinea.
- Hold professional and tertiary qualifications in Accounting with a demonstrated track record of sound financial management and accounting practice.
- Demonstrate high-order Microsoft Excel skills.
- Demonstrate a high degree of personal organisation and initiative.
- Possess outstanding verbal and written communication skills and be able to operate with confidence and discretion.

4. Other Relevant Information:

- All employees are required to adhere to Mercy Education Limited policies and procedures as varied from time to time.
- This role will require a Victorian Working with Children Check and a National Police Records Check.
- Under Victorian WorkCover legislation, it is the applicant's duty to advise Mercy Education of any pre-existing medical conditions, which could be aggravated by the type of work for which they are applying.