



Position Description

Position Title: Accountant
Reports to: Head of Finance & Operations
Type of Employment: Full Time
Organisational Unit: Finance & Operations
Remuneration: In accordance with the Educational Services (Post-Secondary Education) Award [MA000075]

Background

Christian Heritage College (CHC) was established in 1986 by the Christian Outreach Centre, now known as International Network of Churches (INC), because of its vision for higher education in Australia. From small beginnings, CHC has gained recognition as a provider of standing in the Australian higher education sector.

CHC offers a range of undergraduate and postgraduate courses in Business, Education, Liberal Arts, Ministries and Behavioural Sciences which contain a unique combination of personal growth and professional academic studies within a Christian worldview. CHC is a place where lives are transformed, and people are equipped to have an influence on the world around them.

The Finance and Operations department undertakes the pivotal role in supporting and aiding all relevant schools and departments within CHC to ensure they can be resourced and equipped to outwork their calling and mandate for the vision and future of CHC.

Primary Purpose

The Senior Accountant is responsible for providing high-quality financial management, compliance, reporting, and operational accounting support across Christian Heritage College (CHC). The position plays a key role in ensuring the integrity of the College's financial systems, supporting strategic decision-making, maintaining regulatory compliance, and contributing to the stewardship of CHC resources.

Scope of Position

As a senior member of the Finance Team, the Senior Accountant assists the Head of Finance & Operations in delivering accurate financial reporting, budgeting, audit management, government compliance, payroll oversight, cash flow management, and continuous improvement of finance processes.

The successful applicant will demonstrate professional excellence, strong analytical capability, a commitment to Christian values, and a desire to contribute to CHC's mission of preparing people to influence their world for Christ.



Duty Statement

Key Objectives:

The objectives of the Senior Accountant role include, but are not limited to:

- Ensure the integrity, accuracy, and timeliness of financial transactions, reconciliations and reporting.
- Maintain compliance with Australian Accounting Standards, taxation legislation, higher education reporting requirements, and relevant regulatory obligations.
- Support the preparation of budgets, forecasts, management reports, and financial statements.
- Assist with audit processes, internal controls, and financial risk management.
- Provide financial insights that support operational and strategic decision-making.
- Contribute to continuous improvement across finance systems, processes, and reporting.
- Demonstrate Christian leadership, service, integrity, and stewardship.

Key Responsibilities:

The key tasks and responsibilities of the Senior Accountant role include, but are not limited to:

Financial Reporting

- Prepare monthly management accounts and departmental reports.
- Reconcile general ledger accounts and investigate variances.
- Prepare journals, accruals, prepayments and balance sheet reconciliations.
- Maintain fixed asset registers and depreciation schedules.
- Assist with the preparation of annual statutory financial statements.
- Develop financial analyses and reports to support decision-making.

Budgeting and Forecasting

- Assist with annual budget preparation and multi-year financial modelling.
- Monitor financial performance against approved budgets.
- Prepare forecasting and cash-flow projections.
- Assist budget holders to understand financial performance and variances.

Compliance and Regulatory Reporting

- Prepare and lodge BAS, IAS, Payroll Tax and other statutory returns.
- Support compliance with ATO, ACNC, TEQSA, Department of Education and other regulatory requirements.
- Assist with Commonwealth reporting and higher education reporting requirements.
- Maintain effective internal controls and financial governance practices.

Audit and Risk Management

- Coordinate annual external audit preparation and audit schedules.
- Prepare audit workpapers and supporting reconciliations.
- Assist with implementation of audit recommendations.
- Support risk management and internal control reviews.



Payroll Oversight

- Oversee payroll processing to support accuracy and compliance.
- Maintain compliance with relevant awards and employment legislation.
- Ensure Single Touch Payroll reporting obligations are met.
- Reconcile payroll liabilities and employee entitlement balances.

Accounts Receivable and Student Finance

- Oversee student invoicing processes
- Monitor debtor balances and collections.
- Assist with reconciliation of student fees, government funding and payments.
- Support Registry and Student Services regarding financial matters impacting students.

Accounts Payable and Cash Management

- Review supplier payments and payment controls.
- Monitor cash flow and banking arrangements.
- Prepare complex bank and balance sheet reconciliations.
- Assist with treasury and investment management activities as required.

Systems and Process Improvement

- Maintain and improve finance systems and reporting tools.
- Develop efficiencies through automation, procedure documentation and process redesign.
- Support the implementation of new financial technologies.
- Maintain clear documentation of finance procedures and internal controls.

Stakeholder Support

- Provide financial advice and support to college leaders.
- Build positive working relationships across departments.
- Liaise professionally with auditors, banks, regulators, funding bodies and external stakeholders.
- Mentor and support junior finance staff where applicable.

Workplace Health and Safety

All employees have an obligation to comply with CHC's workplace health and safety policies, procedures, and instructions to ensure a safe workplace.

Equal Opportunity

CHC is an equal opportunity employer. All employees are required to be aware of and demonstrate a commitment to the principles of equal opportunity in the workplace.

Staff Development

All employees are required to participate in staff training and development activities to assist in the achievement of individual/work objectives.



Use of Equipment

During the performance of duties, the Administration Officer will encounter and is expected to operate the following:

- Personal computers and Microsoft Office
- Microsoft Edge or other Web Browsers
- Office equipment e.g., printers, photocopiers, facsimile machines
- Various other software packages as required.

Specific training in the above will provided, as required.

Selection Criteria

Qualifications and Experience:

- Bachelor's degree in Accounting, Commerce, or a related discipline.
- CPA or CA qualified or working towards completion is desirable.
- Minimum five years' accounting or finance experience, including financial reporting, budgeting, forecasting, compliance, and audit coordination.
- Sound knowledge of Australian Accounting Standards and taxation requirements.
- Strong analytical, financial modelling, and critical thinking skills with advanced Excel capability.
- Excellent communication, organisational, and stakeholder management skills.
- High attention to detail, integrity, and ability to manage competing priorities.
- Experience in higher education, not-for-profit, or faith-based organisations and familiarity with Xero, Employment Hero Payroll, Power BI, or similar systems would be advantageous.
- Be able to prioritise work, work under pressure and work well autonomously as well as collaboratively as part of a team.
- Ability to anticipate needs, action required and to take initiative.
- A commitment to equal opportunity and experience working with diverse populations.
- Actively support and promote the ethos of CHC.

Personal Qualities:

- Mature Christian character and commitment.
- Stewardship mindset and service-oriented leadership.
- Initiative, team focus and professional.
- Judgement and discretion with commitment to continuous improvement.
- Willingness and ability to accept responsibility and to work with minimal direction.
- Ability to prioritise competing work demands to meet internal and external deadlines.
- Commitment to support the vision, values, and strategic directions of CHC.
- Active involvement in a local Church.

Glossary of Terms

CHC Christian Heritage College
IT Information Technology