JOB TITLE: Financial Analyst / Accountant  
REPORTING TO: Chief Financial Officer  
ACCOUNTABLE TO: Executive Director

CONTEXT

Lutheran Education Queensland (LEQ) is a Department of the Lutheran Church of Australia Queensland District (LCAQD). The Secretariat is charged with the responsibility of providing leadership in and support for a system of schools, early childhood and outside school hours care services operated by the District and its member congregations. LEQ is also the recognised system authority for State and Federal governments. LEQ offices are located at Milton in the LCAQD building along with the other Departments of the LCAQD.

The mission statement of LEQ is to “nurture, strengthen, guide and encourage the people working in the various institutions of the Department so they will be better able to carry out their ministries of service”.

Members of the Secretariat strive to build and support the ethos of Lutheran schools and services, work in harmony together, and contribute to an ethos of Christian service within the Secretariat, with our clients and with other Departments of the Church.

POSITION ROLE

The Financial Analyst / Accountant role exists to:

1. support the Chief Financial Officer in the financial and business oversight of the LEQ System;
2. prepare financial analysis and business reports as required;
3. provide advice and support to Schools of the District; and
4. carry out various financial / accounting functions of the LEQ Business Unit.

The position requires the incumbent to demonstrate considerable financial, business and accounting expertise and to exercise independent judgement.

Critical to the position is strong interpersonal skills and effective communication, both verbal and written. The Financial Analyst / Accountant role requires a high degree of confidentiality and sensitivity and a clear understanding of protocols when interacting with school leadership.

The ability to plan and prioritise workloads in order to meet deadlines is fundamental, as is effective time management. It will be expected that the Financial Analyst / Accountant is able to work without direction or supervision, use initiative and possess a positive attitude towards teamwork.

Developing and formatting procedures and work flow systems is necessary given the volume and breadth of work.
PERIOD OF EMPLOYMENT
Five year contract with annual review; the precise nature and range of duties may evolve and develop during the course of the contract and will be determined in consultation with the Chief Financial Officer.

HOURS OF WORK
The incumbent must be prepared to work flexible hours, which involves from time to time, extended hours, evening meetings, some overnight absence and travel within Queensland.

REPORTING RELATIONSHIPS
- The Financial Analyst / Accountant reports directly to the Chief Financial Officer.
- The Financial Analyst / Accountant is accountable to the Executive Director through the Chief Financial Officer.
- The Financial Analyst / Accountant serves as consultant to the Finance and Development Committee (FDC) and any sub-committees of that committee.
- The Financial Analyst / Accountant may be required to relieve in the position of Chief Financial Officer from time to time.

DUTIES AND RESPONSIBILITIES
It is expected that the Financial Analyst / Accountant will conduct their work in an atmosphere of Christian Service in support of the ethos of Lutheran Education including regular attendance at staff devotions.

The Financial Analyst / Accountant will:
1. provide financial and operational advice to staff of Queensland Lutheran Schools, particularly Business Managers and Accountants, in the areas of strategic financial planning, budgeting, government funding, loan applications, legislation and compliance, accounting policy, audit, business management, payroll, taxation, human resource management, financial risk management, project management and transport, property and facilities matters;
2. collect and analyse various forms of data from member schools in order to contribute to providing key statistical data that will inform and support schools and the LEQ System;
3. undertake financial analysis and preparation of business reports as required including supporting the work of the System Analyst / Accountant;
4. assist in the committee processes required on behalf of Finance and Development Committee (FDC) including preparing written reports, analysing loan and development applications and attending to follow up action items;
5. assist in the checking and submission of government returns on behalf of member schools including the Financial Questionnaire and Census Returns;
6. assist in the compilation of various System-consolidated Financial Reports including banker covenant reports;
7. undertake various financial and accounting functions including development of the LEQ Budget, preparation of annual financial statements, monthly financial reporting, salary packaging arrangements for LEQ staff and the annual FBT return;
8. assist with the management of corporate purchasing contracts / leases / capital equipment and motor vehicle purchases.

Workplace Compliance
The role requires commitment and adherence to the following:
- Workplace Health and Safety legislation, policies and procedures
- Code of Conduct
- Responsible computer and internet use policy
- All other policies and procedures of LEQ.
FURTHER DETAILS

Salary
An appropriate salary package will be negotiated.

Commencement
Desired commencement date is 3 April 2017.

SELECTION CRITERIA

1. Active involvement in a Christian denomination and/or ability to support the Christian ethos of Lutheran Education Queensland, being a Department of the Lutheran Church of Australia Queensland District.

2. Demonstrated skills and appropriate qualifications and experience to fulfil the roles outlines in the Role Description, in particular, school business administration and strong financial management and analysis.

3. Knowledge of and skill in using appropriate computer software and systems including (preferably) a school administration system and an advanced level of Microsoft Excel.

4. Evidence of a clear service and mission focus; ability to meet deadlines, prioritise competing work demands and provide a high quality of customer service to the staff of Lutheran Schools and the wider community.

5. Demonstrated levels of initiative, efficiency, attention to detail, perseverance and flexibility necessary to contribute to a busy Secretariat environment that values teamwork and continuous improvement.

Application requirements
In applying for this position, please provide the following:

- the contact details of three (3) referees, one of whom should be a personal referee and all of whom should be able to speak to your current expertise against the selection criteria;
- a comprehensive resume;
- a brief covering letter, indicating why you want to work for LEQ;
- no more than 2 pages addressing the Selection Criteria.

Please note that LEQ reserves the right to contact further referees if necessary, after having first informed you of the intention to do so.


Applications should be addressed to:
Mrs Kerryn Simpfendorfer
Chief Financial Officer
Lutheran Education Queensland
PO Box 1535
Milton QLD 4064

Email: cfo@leq.lutheran.edu.au