



**LUTHERAN CHURCH OF AUSTRALIA  
QUEENSLAND DISTRICT  
Lutheran Education Queensland Secretariat**

<b>JOB TITLE:</b>	<b>Financial Analyst</b>
<b>REPORTING TO:</b>	<b>Chief Financial Officer</b>
<b>ACCOUNTABLE TO:</b>	<b>Executive Director</b>

### **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 approved 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 role exists to:

1. support the Chief Financial Officer (CFO) 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 Queensland Lutheran Schools; and
4. carry out various financial / accounting functions of the LEQ Secretariat.

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 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 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**

A 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 CFO.

## **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:

- reports directly to the CFO;
- is accountable to the Executive Director through the CFO;
- serves as consultant to the Finance and Development Committee (FDC) and any working parties of that committee and
- may be required to relieve in the position of CFO from time to time.

## **DUTIES AND RESPONSIBILITIES**

It is expected that the Financial Analyst 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 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 consolidated financial reports including lender covenant reporting;
7. undertake various financial and accounting functions including development of the secretariat budget, preparation of annual financial statements, monthly financial reporting, salary packaging arrangements for secretariat staff and 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 as soon as possible.

## **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 outlined in the role description with high quality, in particular, school business administration and strong financial 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 Lutheran Education Queensland;
- 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.

Please note that applications which do not address the selection criteria will not be considered.

### **Applications close: 4pm AEST Friday, 29 March.**

Applications should be addressed to:

Mrs Kerryn Simpfendorfer  
Chief Financial Officer  
Lutheran Education Queensland  
PO Box 1535  
Milton QLD 4064

Email: [execea@leg.lutheran.edu.au](mailto:execea@leg.lutheran.edu.au)