

## **Queensland Lutheran Early Childhood Services (QLECS) Senior Financial Accountant**

### **Position Description**

#### **AUTHORITY AND ACCOUNTABILITY**

Queensland Lutheran Early Childhood Services (QLECS) is a branch of Lutheran Education Queensland (LEQ) under the auspices of the Lutheran Church of Australia Queensland District (LCAQD). The LCAQD is the Approved Provider for the 61 Lutheran Early Childhood Services in Queensland.

QLECS manages the obligations of the Approved Provider (holds the Approved Provider's delegated authority) and acts on behalf of the Approved Provider to mitigate risk for and to the Church. QLECS works to promote best practice and quality within each Service. Each Service provides opportunity for ministry and mission for the Church – an outreach for the local Congregation, School/College and QLECS.

The Senior Financial Accountant shall abide by the constitution and by-laws of the LCAQD and QLECS, accept the policies and objectives determined by QLECS Council and QLECS Branch and be consistent with principles of good practice in development and maintenance of professional relationships.

It is expected that the incumbent will conduct their work in an atmosphere of Christian service in support of the Lutheran ethos, both within the office, with our clients and with other Departments of the Church, maintaining and implementing the mission and vision of QLECS.

#### **PURPOSE**

The Senior Financial Accountant is a key role within QLECS. The primary objective of the position is to provide professional, timely, and accurate management and financial reporting and analysis for QLECS operations.

#### **BROAD RESPONSIBILITIES**

The Senior Financial Accountant is responsible for all matters of business administration and financial control of the QLECS Branch and its Centrally Managed Services and has oversight of Locally Managed Services' financial and business operations, ensuring their financial viability and compliance with legislation applicable to this area.

#### **SPECIFIC RESPONSIBILITIES**

1. Preparation of monthly Business & Finance reports as required for presentation to the QLECS Finance Committee, QLECS Council, LEQ's Finance and Development Committee and LCAQD's Risk Audit and Finance Committee, including provision of variance analysis and commentary.
2. Preparation of year end financial statements and statutory returns in accordance with relevant regulations.
3. Overseeing fortnightly payroll processing.

4. Taxation compliance, including the oversight, preparation and lodgement of all Business Activity Statements within the prescribed timeframes.
5. Annual review of all services' financial performance as part of the annual monitoring classification process.
6. Preparation of annual budgets for QLECS Branch operations, including Centrally Managed Services.
7. Oversight of the annual budgets and financial plans for all Locally Managed Services.
8. Review of balance sheet reconciliations.
9. Ensure strong financial discipline and control over all income and expenditure of the QLECS Branch and its Services.
10. Maintain up to date Financial policies & procedures to ensure strong internal control and contribute to process improvements.
11. Attendance at QLECS Council and Finance Committee meetings as needed.
12. Liaise with the QLECS Branch auditors in respect of the audit of the financial statements and ensure the financial statements are audited and lodged within the prescribed time.
13. Maintain the ACNC register for QLECS Branch and Central Services.
14. Monitor the QLECS Branch cash flow and arrange for investment of surplus funds.
15. Preparation and lodgement of Loan and Grant applications and acquittals.
16. Liaising with school-based Business Managers regarding early childhood services.
17. Supervision of the Finance Team in the performance of their responsibilities.

## **ABOUT YOU**

- Experience as a CPA or Chartered Accountant.
- A strong interest in the education sector. Although previous experience in the early childhood sector would be beneficial, it is not essential.
- Experience in managing a team of professionals or a strong aptitude to do so.
- Demonstrated ability to build and maintain positive relationships with colleagues and stakeholders.
- The ability to obtain a blue card is essential.