



# Position Description

Accountant

REHOBOTH



SOLI DEO GLORIA



## 1. Position Summary

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**Title:** Accountant

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**Responsible to:** Finance Manager

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**FTE:** 1.0 FTE (full-time)

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**Description:** Based at the Business Office, the Accountant will assist the Finance Manager by providing support for a range of financial processing, transactional and reporting requirements. The ability to prepare financial reports and assist others with interpretation and understanding is essential.

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**Our Vision:** To engage the whole child to think, respond, and live with excellence for the glory of God alone.

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**Our Mission:** Rehoboth exists as an extension of the Christian home, partnering with parents as a covenant community to support them in their task of nurturing and educating their children to equip them for all of life.

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**Our Purpose:** We believe that it is our purpose as educators and parents to orient our students Biblically toward the knowledge of God, the Gospel, humanity, and all of God's creation, so that they would seek His will, see things as He sees them, and engage with and influence the culture in which they live. We believe that the Christian school must partner with parents and churches to develop the whole child (i.e. their academic, spiritual, moral, personal, and social growth), to inspire them to excel, to exhibit perseverance and resilience, and to make wise choices. Such an education is distinctly Christian in its character, intentions, and outworking.

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## 2. Introduction

Rehoboth Christian College is a Christian educational institution that seeks to advance the Christian faith through the provision of outstanding education and Biblical instruction. Our Christ-centred learning environments and educational programs seek to nurture the whole child (i.e. their spiritual, academic, social, moral, personal, and physical growth) in harmony with the home and church community.

All in our community are encouraged to familiarise themselves with our strategic plan, [Flourish28](#), which lays out the direction and priorities for Rehoboth in the years ahead.

We place the highest priority on the safety, care, and nurture of each student. All stakeholders are expected to espouse this approach and to be aware of the College’s [Child Safe Framework](#).

### Who We Are

The Association for Christian Education (**ACE**), which was founded in 1959, opened Rehoboth Christian College in 1966 to serve Christian families through the provision of Christ-centred schooling. ACE is made up of members who elect a Board, and in turn the Board has appointed a Chief Executive Officer to be its representative in daily operations.

ACE currently operates three schools across two campuses in the southern suburbs of Perth, Western Australia. The campuses are located at Wilson (K-6) and Kenwick (K-6, 7-12) with the Secondary School offering ATAR, Wholly-School Assessed, and Vocational pathways.

**FLOURISH28  
STRATEGIC BRANCHES**

These are the priorities we believe are best suited to drive the change necessary to achieve the vision for the Rehoboth of 2028 and beyond. Each branch is driven by our Christian ethos and shaped by our Christian heritage.

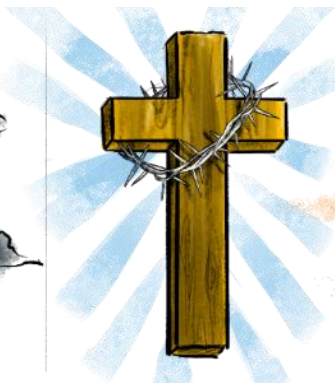
**Fruitful Staff  
Thriving Learners  
Cultivating Community  
Space to Flourish**



**CREATION**



**FALL**



**REDEMPTION**



**RESTORATION**

We view the Christian curriculum as a total package of all the learning and shaping experiences in which our students are involved. It includes the work of the home, school, and church in a distinct three-way partnership. This permeates interpretations, viewpoints, meanings, attitudes, values, contexts for understanding and more, to comprise a holistic Christian worldview.

Students examine important foundational aspects of the Christian faith (Creation, Fall, Redemption, and Restoration) and are taught to view the Bible as the Word of God which is completely trustworthy and reliable. Regular devotions, prayer, and Bible study are an integral part of College life for both students and staff, and we aim to lead our students to a point at which they personally desire to think with the mind of Christ.



Rehoboth has a justified reputation for developing and delivering a distinct, Christ-centred education, and for encouraging and guiding students in discovering their individual gifting and the path God has prepared for them (Ephesians 2:8-10).

A whole-College approach, where students' educational journeys have a clear and purposeful K-12 plan, is integral to our educational philosophy. As such, leadership, management, and delivery of learning is conducted within the framework of **three schools, two campuses, one college**. This model emphasises significant participation in the activities of the Senior Leadership Team, which is led by the CEO.

### 3. Specific Role Duties

At Rehoboth, the Accountant will be required to provide support to the Finance Manager by attending to the following duties:

a) **Financial Accounting:**

- i. Becoming thoroughly familiar with College systems, and in particular, the College accounting system (TASS)
- ii. Accurately calculating and reviewing data for entry to TASS
- iii. Ensuring the accuracy and completeness of College financial data
- iv. Preparing monthly financial reports using TASS data
- v. Prepare adjustment journal entries to TASS data for review and approval by the Finance Manager
- vi. Oversight of recurring provisions
- vii. Analysis of variances between actual and budgeted information
- viii. Preparation of monthly variance reports
- ix. Preparation of expense reports for fleet and grounds cost centres
- x. Preparation of capital expenditure reports
- xi. Oversight and reconciliation of loans and investments
- xii. Cash flow monitoring and reporting.

b) **Financial Reporting:**

- i. Prepare monthly financial report.
- ii. Maintain forecasting tools.
- iii. Assist with development of financial plans for Gibbs Park campus.

c) **Payroll:**

- i. Act as the first point of contact for Staff in relation to payroll and HR transactions.
- ii. Take responsibility for all aspects of fortnightly payroll, including ATO and superannuation obligations.
- iii. Assist the Finance Manager with Fringe Benefits Tax Calculations and draft returns.
- iv. Prepare statements of service.
- v. Ensure accurate maintenance of leave records.
- vi. Oversight of rates of pay to ensure accurate payments.

**3 SCHOOLS  
2 CAMPUSES  
1 COLLEGE**

Rehoboth promotes a unified College with a singular vision, mission, and purpose. Educational programs are mirrored at both our Wilson and Kenwick Campuses, and staff are committed to whole-College planning across all aspects of teaching and learning.



- d) **Assurance and Compliance:**
  - i. Prepare government returns.
  - ii. Prepare insurance claims.
  - iii. Monitor incident reports
  - iv. Assist with funding applications

## 3.1 Other Duties and Responsibilities

- a) manage all administrative functions associated with the above-listed duties
- b) have a good understanding of, and commitment to, the vision, mission, and purpose of the College, and be able to articulate these well in written and verbal communications
- c) possess strong communication skills, with particular emphasis on written communication skills and experience, and be able to communicate well with colleagues, parents, students, and the public
- d) support the policies, aims, and strategic planning goals of the Board of ACE
- e) where appropriate, will attend staff devotions, staff prayer meetings, staff meetings, assemblies, ACE meetings (such as the March and October General Meetings), graduations/awards nights, concerts, and other key activities and events on the College calendar
- f) be actively involved in the general life of the College where appropriate, promoting the totality of the educational experiences offered at the College – spiritual, social, cultural, aesthetic, physical, and epistemological
- g) be punctual for all rostered days of work and present themselves in a manner suited to the position
- h) carry out extra duties as required by the supervisor from time to time

## 4. General Terms and Conditions

- a) Our [General Terms and Conditions of Employment](#) form part of this position description.
- b) Pastoral references will be required as part of the application process for this position.
- c) This position description is meant to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the position.