

Position Description

About Moore Theological College	
Our Vision:	To see God glorified by men and women living for and proclaiming Jesus Christ, growing healthy churches and reaching the lost.
Our Mission:	To provide excellent evangelical theological education.
Our Values:	Christian Faith, Integrity, Grace, Service, Community, Scholarship, Gender Complementarity, Freedom of Enquiry, Integration

Position Details	
Position Title:	Accountant
Primary Purpose:	To assist the Finance team to meet the day-to-day processing of all College income and payments, and to provide accounting assistance where necessary to the Financial Controller.
Classification:	Educational Services (Post-Secondary Education) Award, General Staff Level 4
Special conditions:	National Police Check required
Relationships:	<div> <i>Internal:</i> <ul style="list-style-type: none"> • Faculty • Staff </div> <div> <i>External:</i> <ul style="list-style-type: none"> • Students • Auditors • Banks • ATO and regulators • Donors </div>
Reports to:	Financial Controller
Date of issue:	July 2025

Qualifications, Skills, Knowledge and/or Experience	
Essential:	
<ul style="list-style-type: none"> • Tertiary qualification in accounting, finance, commerce or related discipline • Experience in preparing general ledger accounting entries, working with accounts receivable and accounts payable modules • Ability to work with a range of people • High attention to detail and accuracy, with good analytical and problem-solving skills • Advanced user of Microsoft Excel • Ability to support and promote the Christian Vision, Mission and Values of Moore Theological College 	
Desirable:	
<ul style="list-style-type: none"> • Completed or working towards CPA/CA • Experience with a number of different accounting software packages, in particular Microsoft Great Plains • Experienced user of CRM tools and understanding databases • Experience in the higher education and/or not-for-profit sector 	

Acknowledgement			
I understand and accept the responsibilities as outlined in this position description.			
Name:			
Signature:		Date:	

Key Accountabilities		
Key Performance Area	Key Tasks	Performance Indicators
Core		
Payment of all college invoices	<ul style="list-style-type: none"> • Process invoices into the accounting system. • Raise bank batch file to pay invoices weekly. • Create and maintain creditor records. • Reconcile and age creditor balances. • Pay international invoices. • Process all credit card transactions. • Respond to creditor enquiries. 	<ul style="list-style-type: none"> • Transactions are recorded in a timely and accurate manner for the purpose of performing monthly bank reconciliation. • Few complaints or follow-up from suppliers. • No fraudulent transactions.
Income and receipts	<ul style="list-style-type: none"> • Set up and maintain debtor accounts. • Process and record student fee and accommodation transactions and other donation receipts. • Produce debtor account statements, including for students and commercial tenants. • Prepare invoices for other income and follow up of the aged debtors. 	<ul style="list-style-type: none"> • Transactions are processed and recorded in a timely and accurate manner in the relevant month or period. • Debtor balances are kept at an acceptable level and debtors are regularly followed up.
General ledger entries and reconciliations	<ul style="list-style-type: none"> • Prepare and record accounting entries from the College's various receipt systems into its general ledger. • Assist in the preparation of ad hoc general journal entries. • Assist in producing and recording monthly standing journals. • Reconcile subsidiary ledgers as required. 	<ul style="list-style-type: none"> • Transactions are processed and recorded in a timely and accurate manner in the relevant month or period. • Timely reconciliation of sub ledgers to General Ledger.
Data entry from bank statements	<ul style="list-style-type: none"> • Identify, process and record, as applicable, transactions from review of bank statements. 	<ul style="list-style-type: none"> • Transactions are recorded in a timely and accurate manner for the purposes of performing monthly bank reconciliation.

Trust Funds	<ul style="list-style-type: none"> • Oversight of all College Funds. • Update accounting records for all trust funds for any payments or receipts. • Assist aggregation of trust funds into the College's account at year end. • Maintain capital and retained earning schedules for all the trusts. • Maintain Virtual Master Trust schedule. 	<ul style="list-style-type: none"> • Accounting records are updated accurately and in a timely manner. • Reports are provided on a timely basis.
Donations	<ul style="list-style-type: none"> • Process donations in the College's donation system, including interacting with supporters on phone/email, changing donor details, initiating new donations or editing giving amounts, and data entry of offline donation receipts. • Assist with reconciling and editing donations in the College's accounting system. 	<ul style="list-style-type: none"> • Donations are processed in a timely and accurate manner. • A high standard of service is provided in interactions with donors.
Project work and other tasks	<ul style="list-style-type: none"> • Assist in redesigning processes to improve efficiency of tasks. • Assist in the set-up, testing and implementation of a new accounting system. • Supporting payroll processes as required. 	<ul style="list-style-type: none"> • Per ad hoc deadlines.
General		
Community	<ul style="list-style-type: none"> • Demonstration of the College's values. • Make a positive contribution to the College culture, including encouraging teamwork and fostering effective communication across teams. • Actively participate in team and other meetings. 	<ul style="list-style-type: none"> • Participation in team and other meetings. • Contributes positively to the College culture.

Risk and Compliance	<ul style="list-style-type: none"> • Sign and adhere to the Code of Conduct. • Comply with College policies and procedures. • Comply with all applicable legislation and regulatory frameworks. • Participate in, promote and raise awareness of WHS and safeguarding in the College community. • Contribute to the maintenance of a safe and clean environment in the College community. • Manage risk appropriately in all work activities. • Maintain College records. • Document processes as required. • Undertake other duties as directed by the relevant supervisor/manager. 	<ul style="list-style-type: none"> • Evidence of participation in WHS activities, as required, e.g. evacuation drills, training, etc. • Evidence of risk management in work activities. • When applicable, documents are maintained and regularly updated in the record management system.
Professional Development	<ul style="list-style-type: none"> • Maintain current qualifications and competencies. • Attend internal and external training as required. • Participate in the annual performance review. 	<ul style="list-style-type: none"> • Competencies remain up to date. • Evidence of participation in internal and external training. • Performance reviews are conducted annually.