



ABN 32 005 425 203

CRICOS Provider No: 01037A

**Yarra Theological Union Ltd.
Business Administrator/Company Accountant**

Position Description

Purpose:

This is a part time position (0.4 FTE), responsible to the President for managing all the business administration requirements of YTU. Specifically excluded from this role are administration matters relating to courses and students; these are the responsibility of the Academic Dean and Registrar.

Main Tasks:

1. Manage all aspects of finances including Accounts Payable, Accounts Receivable, Bank and Credit Card Reconciliations, Fixed Assets, statutory accounts preparation, management accounting analysis, coding transactions appropriately for GST and FBT
2. To provide a competent in-house bookkeeping capability for YTU so that up to date financial records and reports are available for regular review.
 - Maintain all entries in MYOB
 - Reconcile all bank accounts monthly
 - Prepare regular reports as required by the President or Finance & Business Development Committee.
 - Maintain all records required for the annual audit,
3. To ensure all debtors and creditors are regularly reconciled.
 - Ensure that the business processes account for all enrolments.
 - Work with the Academic Dean and Registrar to ensure that the payments and receipts associated with the University of Divinity are tracked and reconciled.
4. Under direction from the President, to prepare and implement the payment of staff payroll fortnightly, the payment of faculty each semester through payroll or stipends to congregations and the payment of supervisors for research essays and higher degree by research students each semester. All legislative requirements and staff elective requirements with respect to superannuation and leave are to be complied with.
5. To keep up to date all ATO and other government returns, as required.
 - Complete and submit Business Activity Statements (BAS)
 - Complete Income Tax Return and to ensure imputation credits available from the investment portfolio are claimed and recovered
 - Calculate and submit Workcover reconciliation
6. Under direction from the President, administer the investment portfolio and term deposits.
 - Monitor cash flows and recommend adjustments to cash holdings to the President
 - Administer the YTU investment portfolio, noting the directions in the Investment Policy, and report regularly to the Finance and Business Development Committee, the Senate and the Council.

7. Ensure the governance requirements of YTU are met.
 - Ensure all relevant authorities are kept up to date with any changes to Directors, account signatories, etc.
 - Monitor and recommend changes to insurance cover for YTU.
 - Advise the President on OH & Sand other compliance matter
8. Manage the budgeting process including preparing yearly budgets, monthly forecasts, supplementary workpapers and presenting to stakeholders and monitoring actual performance
9. Report to the Board of Directors
10. Company Secretary duties
11. Proficient in MYOB
12. Undertake other projects as directed by the President.

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