



## ROLE DESCRIPTION

### FINANCIAL ACCOUNTANT

#### 1. ROLE PURPOSE

The Financial Accountant works as a member of the Finance Team which is inspired at all times by the highest ideals of teamwork, collegiality, integrity and professionalism. The function of the Finance Team is to deliver a broad range of services to support the School's educational mission. Within that context, this role focuses primarily on providing support for the Finance team, however can be expected to contribute to other roles and broader reporting and management accounting responsibilities within the team structure.

#### 2. ROLE RELATIONSHIPS

The Financial Accountant is directly responsible to the Financial Controller. As with all School employees, the Financial Accountant is ultimately responsible to the Headmaster.

#### 3. ROLE RESPONSIBILITIES

##### Relationships:

- To provide prompt and professional service within the Finance Office.
- To deliver effective communications within the School Community
- To contribute to the building of positive human relationships within the School Community
- To collaborate in team building processes within the Finance Team
- To provide support and loyalty to professional colleagues

##### Key Support Services to be provided:

- Liaison with Finance Team and school community members (Senior Campus, Preparatory Campus, Boarding House, etc) for the processing of accounts, whilst providing support and financial reports to the CFO and Financial Controller.
- Dealing professionally with all members of the School Community.

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## Month End

- Generate accruals, allocations and General Ledger entries.
- Reconciliations and resolving account balance issues.
- Preparation of income statements.
- Analysis of variances.
- Preparation of capital expenditure reports.
- Department reporting.
- Preparation of other various financial reports.

## Year End

- Audit file preparation.
- Reconciliations
- Assist with the preparation of year-end financial statements.
- Answer audit questions.
- Ensuring compliance with relevant accounting standards.
- Bank reconciliations
- Sundry banking
- Manage online payment systems for student activities
- Student activities financial reconciliations
- Maintain Fixed Assets Register
- BAS preparation and ensuring GST laws compliance
- Assist with the preparation of annual Fringe Benefits Tax Return
- Assist Annual Budget Preparation
- Assist with other government and statistical reporting requirements
- Cheque and EFT payment authoriser
- Maintain well documented systems for record keeping and accounts
- Maintain travel register for insurance requirements
- Assist with Accounts Payable and Accounts Receivable when other staff absent and as required
- Assist with other duties of the finance team as and when required

## Key Skills & Abilities

- Attention to detail
  - Excellent numerical skills
  - Accounting experience and knowledge / qualifications
  - Firm understanding of accounting principals
  - Experience in a computerised financial accounting system, with relevance to invoicing, receipting and reconciliations
  - Proficient in Microsoft Office Suite, with intermediate level Excel skills
  - Team player with positive and professional disposition; excellent communication skills
  - Ability to take initiative within the Finance Office
  - Knowledge of general office and administrative procedures
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- Flexibility in working hours to meet the demands of a busy office which, from time to time, has critical deadlines
  - Deal professionally and in a timely manner with any queries relating to area of responsibility
  - High levels of satisfaction from clients of the Finance Office
  - Contribute to the effective and harmonious operation of the broader Finance Team

#### 4. WORK HEALTH & SAFETY

The incumbent will actively support and contribute to the maintenance and development of a safe working environment by:

- reporting incidents or accidents to the appropriate staff as soon as possible
- working within the WHS management systems that have been adopted by the School

#### 5. APPRAISAL AND REVIEW CONDITIONS

As with all members of staff, the Financial Accountant will be expected to participate in a regular appraisal program as an integral part of their professional development. The appraisal program shall set strategic objectives and performance measures consistent with the responsibilities of the position.

#### 6. TERMS OF EMPLOYMENT & REMUNERATION

This is a full-time permanent position. Remuneration for the position will be commensurate with qualifications, skills and experience and in accordance with the terms and conditions of the Multi Enterprise Agreement – Support and Operational Staff. Superannuation Guarantee at the current legislative rate will be paid by the school in addition to salary.

Please note:

*All staff are subject to mandatory screening procedures in line with Child Protection Legislation*