



**St Leonard's College**

An education for life.

# General Staff Position Description

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<b>Position Title:</b>	Accountant
<b>Dated:</b>	June 2021
<b>Reports To:</b>	Finance Manager
<b>Prepared by:</b>	Head of Human Resources

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## **Position Purpose**

Analyse financial information and assist with preparation of financial reports to help determine or maintain record of assets, liabilities, profit and loss, tax liability or other financial activities within the organisation.

As a member of the College's Finance team the primary function of this position is to perform accounting requirements as deemed appropriate by the Finance Manager.

## **Position Status**

The position is a permanent full-time position, five days per week, 8.30am to 5.00pm, which includes a one-hour lunch break, although there may be times when the position may require attendance outside of these hours. It attracts four weeks' annual leave and College deemed shut down days, usually four per year.

## **Working Relationships**

The role requires an efficient and professional manner. The capacity to liaise and work closely with the Finance team and other College staff is of paramount importance, as is the ability to communicate with parents, students and other stakeholders such as external creditors and government departments as required.

The Finance Office operates in a collegiate manner. As a member of a small team, flexibility, empathy for your co-workers, students and parents is essential.

## **Qualifications and Skills**

The Accountant is required to work in close liaison with all members of the Finance team and to possess:

- Accounting degree, CA or CPA qualified or currently studying towards CPA would be an advantage.
- Initiative and flexibility
- Integrity
- Ability to work autonomously
- Good organisational skills
- Good communication skills
- Advanced MS Office including both Excel and Word.

## **Duties and Essential Job Functions**

### **Financial Management:**

- Monthly management reporting in line with departmental reporting guidelines
- General ledger balance sheet account reconciliations
- Bank reconciliations
- Monthly processing of fixed asset registers
- Fixed Asset Register reconciliation
- Asset and subsidiary ledger review and maintenance
- Assist with year-end audit and other on-going financial projects
- Assist with annual accounts/reporting
- Postings of monthly journals
- Assist credit-card holders with account allocations and processing.

### **Management Accounting:**

- Accurate and timely reports and financial interpretation provided to the Finance Manager
- Assist with annual budget preparation to help ensure budget processes are effective and efficient and outcomes support strategic aims
- Expense review, analysis, remedial action as necessary
- Assist with providing financial education to budget holders to support sound fiscal management.

### **Banking**

- Banking duties, including data entry of daily banking and preparation of the cash deposits for weekly pick up
- Liaison with bank to resolve any transactional issues e.g. bank statement or credit card transactions, organising cash advances and purchasing cards for staff
- Processing daily EFTPOS remittances
- Delivery of cheques to bank

### **Administration**

- Provision of relief for Payroll Staff
- Provision of relief with follow-up of debtors
- Provision of relief with Billing
- Provision of relief for Events Administration including liaison with event organisers, creation of events in Onestop / Trybooking platforms, managing enquiries from customers and staff, managing refunds and receipts. Including liaising with providers to identify and resolve issues
- Assist in the preparation of ABS Surveys, BAS and government funding acquittals
- Assist with FBT & BAS submissions.
- Assist Finance Manager with preparation of monthly Council and Committee Reporting Packs
- Assist the Finance Manager with Department of Education questionnaires census, Student Attendance, Financial Questionnaire and other government reporting.
- Collate and maintain Finance Team procedural manual in consultation with Finance team and Finance Manager.

## Other Skills and Attributes

- Discretion and confidentiality are essential attributes to this position
- Initiative and confidence to make contributions/suggestions
- Highly effective verbal and communication skills, using tact and diplomacy
- Critical thinking when problem solving
- Time management skills - able to work to deadlines and capable of directing others when necessary
- Ability to work under pressure and handle conflicting priorities
- Overall good interpersonal skills when working in a team environment

## General Responsibilities

All staff are to be supportive of the St Leonard's College Mission Statement and to enhance the school's reputation as one which is a warm and caring environment, characterised by efficiency, professionalism and a willingness to meet the individual needs of those within its community.

It is a condition of employment that all staff provide an Employee Working with Children Check or VIT before their position will be confirmed. A Criminal Record check may also be requested in certain circumstances.

- The College:
  - is an equal opportunity employer
  - complies with the requirements of the Privacy Act
  - has a strong commitment to Health Safety and Wellbeing
  - will not tolerate harassment of any kind
- College Standards - all staff are expected to actively support the following standards:
  - Communication – effective, helpful and positive
  - Confidentiality – Protect the privacy and confidentiality of all personal information (staff/families/students)
  - Teamwork – work together as a team to achieve the best results. Share information and collaborate across all sections of the College; trust, respect and support
  - Accountability – we do our work with honesty, integrity and enthusiasm
  - Performance – we perform to the best of our ability
  - Initiative – looking for opportunities to improve the way we work; flexible, adaptable and efficient.

## Child Safe Responsibilities

St Leonard's College is committed to the safety and wellbeing of our students.

The College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. In this context, the College implements a comprehensive Child Safe Programme across the entire College community.

All staff are responsible for understanding and applying the College's Child Safe Policy including being compliant with the Child Safe Code of Conduct and being proactive in reporting any concerns or identified risk.

Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students' safety has been identified.