

Assistant Accountant

Education Support Officer – Administration (Finance)

Job Specification

Summary and Purpose of Position and its Responsibilities

The role of the Assistant Accountant is to assist the Business Director in all facets of accounting and financial administration at St Peter's Woodlands Grammar School. You will have primary responsibility for the billing/accounts receivable function and monthly financial reporting. You will also provide daily support and advice to the Finance team and provide backup for the payroll function.

Role Accountability and Working Relationships

This position is accountable directly to the Business Director.

Terms and Conditions of Employment

- This is a full-time position (1.0 FTE) working 45 weeks per year.
- The level of remuneration and conditions of employment are established in accordance with the St Peter's Woodlands Enterprise Agreement 2023.
- This is a Level 5 position.
- This is a temporary 12 month contract position.

Role Description

Key Responsibilities / Duties

- Process all billing for school tuition and other fees.
- Process billing and government reporting for Early Learning Centre and OSHC.
- Communicate outstanding fee accounts to parents and seek payment.
- Preparation of month end financial reports to a draft stage including Income & Expenditure, Balance Sheet, Assets, Depreciation. Assist with preparation of year-end financial reports.
- Prepare monthly Cashflow forecasts and identify bank overdraft requirements.
- Monitor budget accounts and expenditure levels. Identify any unusual expenditure and highlight to Business Director.
- Work with Project Team in order to implement new Accounting and Payroll systems as part of a new school-wide Administration system rollout.
- Preparation of quarterly BAS returns.
- Provide day-to-day support to the Payroll and Accounts Payable staff members.
- Cross-train as backup for the Payroll function.
- Assist with daily banking processes.
- Process and reimburse petty cash claims and reconciliations as required.
- Conduct General Ledger and Bank reconciliations as required.
- Provide counter and phone service to school parents as required.
- Assist with preparation of annual budget.
- Other duties in line with the Assistant Accountant skills and capabilities as required by the Principal or Business Director.
- Comply with all SPW policies and procedures.



Person Specification

Essential Skills and Abilities

- Demonstrated competency/proficiency in the use of Accounting systems.
- Demonstrated ability to manage your own time independently and effectively.
- Demonstrated ability to use initiative.
- Demonstrated ability to communicate effectively, both verbally and in writing, and strong customer service skills.
- Demonstrated ability to work cooperatively with others.
- Demonstrated competency in the use of Microsoft Office (including Excel at an Intermediate Level).
- Demonstrated ability to present positively and confidently at all times.

Knowledge

- Broad experience working with Accounting processes.
- Awareness of Accounting Standards
- Understanding of BAS requirements

Essential Qualifications

- Degree qualified in Accounting, Commerce or a related discipline.
- Mandatory Notification Certificate or the willingness to undertake the same
- Current Working with Children Check or the willingness to undertake the same
- Current First Aid Certificate or the willingness to undertake the same

Desirable Qualifications

- Have attained or be studying towards your CPA or CA.

Essential Experience

- Extensive experience as an Assistant Accountant/Financial Accountant or similar position.

Desirable Experience

- Experience in a similar position in an Independent School.
- Working directly with clients and fee recovery.

Signed & Accepted by		Dated	
Employee Name			
Signed by Line Manager		Dated	
Line Manager Name			