

POSITION: Accountant

ORGANISATIONAL UNIT: Finance Department

POSITION STATUS: Full time, ongoing

CLASSIFICATION: Business Services Support C Level 7

POSITION OVERVIEW:

Reporting to the Director of Finance, the Accountant is responsible for providing accounting support to assist the Director of Finance in delivering sound management of the day-to-day finance functions of the School.

With an entrepreneurial mindset and an eye for system review and implementation, the Accountant is required to implement best practice with a view to continual improvement within their respective portfolio.

The Accountant is responsible for providing professional accounting support to assist the Director of Finance in delivering excellence in financial management to the School that is consistent with its strategic and operational objectives.

The Accountant works in partnership with the Finance Staff and Department Managers to ensure sound financial management, accurate budgeting/planning, forecasting, and interpretation of financial results. This position will also supports the timely processing of Payroll and will be the primary backup to the Finance Officers and Payroll as required.

KEY DUTIES & TASKS

1. Financial Management and General Reporting

- Assisting with the preparation and analysis of monthly, quarterly, and annual financial reports.
- Responsible for the general ledger integrity through the establishment, monitoring, and testing of internal controls.
- Completion of monthly journals as required.
- Preparation of timely and accurate month-end reconciliations
- Manage the fixed asset capitalisation process and maintain the fixed asset register.
- Management and overall responsibility for the schools Conveyance funding submissions.
- Work with the Director of Finance to develop and uphold the School's finance/accounting policies and procedures in accordance with relevant legislation and guidelines.
- Review Creditor weekly invoice and payment runs and fortnightly payroll ready for upload to the Bank.

2. Budget & Planning

- Assist with the timely preparation of the annual budgets, including analysis, benchmarking and working closely with key stakeholders.
- Develop, improve, and maintain systems in relation to finance and budgetary control, ensuring effective mechanisms for ongoing review to ensure departmental and faculty heads remain within established budgets.
- Liaise with Department Managers to ensure expenditure is managed in accordance with budget procedures.
- Analyse financial data to identify trends and opportunities for improvement and make recommendations to senior management on areas for action.



3. Statutory Compliance

- Ensure that the School complies with all relevant business taxation and employer obligations including GST, FBT, PAYG, and superannuation guarantee obligations.
- Assisting in the preparation of year-end statutory accounts.
- Collation of audit file and Balance Sheet Reconciliations for review by the Director of Finance.
- Liaise with external auditors when required to ensure the annual financial audit is completed in an efficient and effective manner.
- Prepare the annual Workcover Remuneration certification and supporting documentation.
- Keep up to date with current GST, FBT, and other relevant tax legislation.

4. Cash and Investments

- Assist the Director of Finance to manage the School's banking, investment, and financing requirements.
- Maintain banking and investment systems to ensure payment authorisations are made in accordance with School's policy.

5. Insurance

- Assist the Director of Finance in the management of the full range of the School's insurance policies and claims management.

6. General

- Assisting in process improvement and systems enhancement initiatives.
- Ensuring Accounting standards and policies are adhered to.
- Prepare and maintain up-to-date procedure manuals on all tasks within the job description.
- Undertake project work, including financial feasibility, program reviews, and business cases as identified by the Director of Finance and Business Manager.
- Develop and implement new procedures to streamline/automate data collection and information processing.
- Perform additional duties as instructed by the Director of Finance and Business Manager.

7. Child Safety

- Be familiar with and comply with the School's Child Safe Code of Conduct, PROTECT Four Critical Actions for Schools: Responding to incidents, disclosures, and suspicions of child abuse, and any other policies or procedures relating to child safety.
- Assist in the provision of a child-safe environment for all students.
- Demonstrate duty of care to all students in relation to their physical, emotional, and mental wellbeing.
- Complete all School assigned learning by the required due date.

8. Managing Self & Professional Skills

- Manage own behaviour in accordance with the Staff Code of Conduct.
- Adhere to and comply with Child Safe Standards regulations and Child Safe Code of Conduct.
- Adhere to and cooperate with all OHS policies and procedures and relevant legislation.
- Comply with legal, regulatory, ethical, environmental and social responsibilities and requirements.
- Manage own development and professional learning relative to this position.

9. Working with People

- Contribute as a proactive and effective member of a vibrant professional services team, whose activities integrate and promote the organisation's values.
- Participate in meetings in an active and constructive manner.

10. Other duties

- The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.



ORGANISATIONAL RELATIONSHIPS

Reporting directly to: Director of Finance

Direct reports to this position: n/a

Internal Relationships: Business Manager, Finance Officers, Payroll Officer, Senior Finance Officers, Department Managers

External Relationships: Financial Institutions, Auditors, ISV, Ecumenical Schools Australia, Relevant Government Agencies

WORK DIRECTION/ SUPERVISION

- The incumbent works under the general direction of the Director of Finance and operates within the established policies, procedures, and frameworks of Bacchus Marsh Grammar.
- Exercises professional judgment and autonomy in day-to-day accounting and financial operations, while seeking guidance for complex or non-routine matters.
- Receives broad supervision and performance feedback from the Director of Finance through regular meetings and review processes.
- May provide direction or guidance to other administrative or finance support staff regarding accounting procedures, reconciliations, and data entry standards.
- Significant discretion and independent judgement are required with constraints set by the Director of Finance and/ or Principal.
- Exercise the highest degree of confidentiality, discretion, patience, tact and diplomacy at all times.

KEY SELECTION CRITERIA

Qualifications/Licences

- Accountant qualifications (either CA or CPA) or relevant accounting experience (minimum 5 yrs).
- In-depth technical knowledge of (and ability to source) Australian Accounting Standards, Corporations Act regulations, and FBT/GST/WorkSafe legislation.
- Strong ability to solve problems, offer solutions, and make decisions.
- Extensive experience with Microsoft Office including intermediate to advanced Excel skills.
- Accounting system experience (Synergetic would be an advantage).
- Employee Working with Children Check (or willing to obtain).
- National Criminal History Check (or willing to obtain).

Essential Criteria

- Demonstrated capacity to build and sustain strong interpersonal relationships, fostering productive, collaborative, and respectful partnerships across all levels of the school community and external stakeholders.
- Proven ability to support and lead change initiatives within a dynamic school environment, demonstrating adaptability, resilience, and a commitment to continuous improvement in processes and outcomes.
- Demonstrated accountability for outcomes-based performance, with a strong focus on achieving goals, monitoring progress, and ensuring quality standards within the area of responsibility.
- Exceptional organisational and time management skills, with the ability to manage multiple priorities effectively, meet tight deadlines, and maintain attention to detail in a fast-paced environment.
- High-level written and verbal communication skills, with the ability to prepare clear, professional documentation and convey information with accuracy, diplomacy, and professionalism.
- Proven ability to work independently and exercise sound judgment, demonstrating initiative, reliability, and the capacity to deliver high-quality outcomes with minimal supervision.



AUTHORISATION

PRINCIPAL APPROVAL

_____ Date: _____
Debra Ogston, Principal

STAFF AUTHORISATION

I have read and agree to abide by the requirements of this position description.

Staff Name: _____

Signature: _____ Date: _____