

**POSITION:** Senior Accountant

**ORGANISATIONAL UNIT:** Finance Department

**POSITION STATUS:** Full time, ongoing

**CLASSIFICATION:** Business Services Support C Level 8

**POSITION OVERVIEW:**

The Senior Accountant plays a key role in delivering high-quality financial management across the school. This position oversees core accounting functions, ensures accurate and timely financial reporting, and drives the continual improvement of financial systems and processes.

Working collaboratively with the Finance Team and Department Managers, the Senior Accountant contributes to budgeting, forecasting, financial analysis, statutory compliance, and internal control processes. The role also provides operational support and backup to the Finance Officers and Payroll Officer as required.

With strong technical accounting expertise and a commitment to best practice, the Senior Accountant applies sound judgement, analytical thinking, and an improvement-focused mindset to enhance the financial integrity and efficiency of the School.

## KEY DUTIES & TASKS

### 1. Financial Management and General Reporting

- Prepare accurate monthly, quarterly, and annual financial statements and management reports, including Statements of Financial Performance with variance analysis, Balance Sheets, and Cash Flow Statements..
- Ensure general ledger integrity through effective internal controls, regular monitoring, and review.
- Prepare and process monthly journals and ensure all balance sheet reconciliations are completed in a timely manner.
- Manage the fixed asset capitalisation process and maintain the fixed asset register.
- Support the development, implementation, and maintenance of the School's finance and accounting policies and procedures.
- Review Creditor weekly invoice and payment runs and fortnightly payroll ready for upload to the Bank.

### 2. Budget & Planning

- Support the timely preparation of the annual budgets, including analysis, benchmarking and working closely with key stakeholders.
- Maintain and improve systems relating to finance, budgeting, and cost control. Collaborate with Department Managers to ensure expenditure aligns with approved budgets and financial 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 financial statements and the audit file.
- Liaise with external auditors To support an efficient year-end audit process.
- Prepare the annual Workcover Remuneration certification and supporting documentation.

### 4. Maintain knowledge of relevant legislation and accounting standards, Cash and Investments

- Assist with the management of the School's banking, investment, and financing requirements.



- Maintain banking and investment systems to ensure appropriate authorisations and adherence to School policies.

#### 5. Insurance

- Assist with 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.
- Prepare and maintain up-to-date procedure manuals on all tasks within the job description.
- Undertake financial project work, including feasibility analysis, program reviews, and business case development.,
- Support automation or system upgrades that improve efficiency and accuracy.
- Perform additional duties as instructed by the Director of Finance

#### 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:** 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 develop and manage interpersonal relationships and establish productive and collaborative partnerships.
- Capacity for supporting change within the school environment and school community.
- Capacity for being accountable for the outcomes-based performance of the area of responsibility.
- Strong time management and prioritisation skills.
- Professional and appropriate written and verbal communication skills.
- The ability to work independently and efficiently.
- 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



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

Staff Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_