IPSWICH GIRLS' GRAMMAR SCHOOL
&
IPSWICH JUNIOR GRAMMAR SCHOOL

Position Description

Accountant

OMNIA SUPERAT DILIGENTIA
DILIGENCE OVERCOMES ALL
OUR SCHOOL MOTTO SINCE 1892

Ipswich Girls' Grammar School including Ipswich Junior Grammar School offers high quality, non-denominational education for girls only from Years 7 to 12, with boarding available from Year 5, and coeducation from Kindergarten to Year 6. We pride ourselves on providing a personalised, holistic education with a focus on academic excellence.

Our Vision

Ipswich Girls' and Junior Grammar School's vision is to be the destination school where globally conscious students lead with grit and grace.

Our Purpose

Opening doors for a brilliant future.

Our Goals

World Ready: We co-create global learning adventures with our students so that they love to learn for life, and lead with grit and grace.

Future Focused: We nurture an adaptive, collaborative workforce that advances the staff community and the educational experience they deliver.

True Belonging: We share and celebrate our heritage, diversity, and inclusivity to strengthen our connections and community.

Destination School: We leverage our unique place and space as a premier destination for

learning and work.

New Momentum: We continue our legacy by making smart, resilient investments in our future.

Our Values

- **Diligence -** Digging deep and using grit to get the job done.
- **Excellence** – Committing to be brilliant together.
- **Respect** – Valuing diversity and embracing the uniqueness of everyone.
- **Integrity** – Finding the courage to do what is right.
- **Care** – Showing kindness, compassion and grace for people and place.

Location

Address: 82 Chermside Road
EAST IPSWICH QLD 4305
Telephone: +61 7 3454 4447
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Website: http://www.iggs.qld.edu.au

THE ROLE	
Position Title:	Accountant
Department:	Finance
Reports to:	Chief Financial Officer
Location:	Onsite
Classification:	Salary package commensurate with experience
Hours:	37.5 hours per week plus any reasonable additional hours that are necessary to fulfil the duties of the role or as otherwise required by the School

Your Opportunity

As the Accountant, you are responsible for the leadership of financial operations and a team of finance professionals, to ensure excellent financial management and stewardship and to contribute to the strategic direction of one of Queensland's leading Grammar Schools.

Reporting to the CFO, you will maintain compliant and accurate financial records, internal controls, provide strategic and operation financial advice and guidance, participate in Finance Audit and Risk Committee meetings, and contribute to the financial sustainability and commercial success of the School.

Key Responsibilities

- Strategically lead the financial management and operations of the school in collaboration with the CFO, Principal, Executive Team and governing body.
- Ensure financial sustainability, compliance, financial governance and strategically align financial management targets, budgets and financial modelling ensuring tight internal controls and safeguarding.
- Develop and maintain financial targets including development of alternative revenue opportunities, strategically lead budget planning and develop methodologies and reporting frameworks to allow budget managers and the governing body to meet financial obligations and goals.
- Build and maintain and effective, cohesive and technically astute finance team.
- Foster collaborative partnerships across the business services teams and broader School.

Core Duties

Strategic Financial Leadership

- Partner with the CFO and Principal to translate the School's strategic priorities into integrated financial plans and resource allocation recommendations.
- Provide evidence-based advice on major initiatives, investments, funding options, revenue streams and emerging financial risks.
- Promote financial accountability, commercial discipline, continuous improvement and informed decision-making across the School.

Supervision

- Supervise the day-to-day operations of the finance and payroll office and provide assistance when necessary.
- Ensure that the accounting functions of the School are carried out to a professional standard, in a compliant and timely manner and provide a professional service to all stakeholders.
- Provide advice and guidance across the finance team functions including payroll, accounts payable, accounts receivable, cash management, investment and borrowing portfolios, ledger management and financial reporting.

Financial Reporting and Budgets

- Prepare accurate, timely and decision-focused monthly, quarterly and annual financial statements, schedules and management reports for the School.
- Provide the CFO with concise analysis of performance against budget and forecast, material variances, trends, financial risks and recommended management actions considering financial performance indicators.

- Prepare executive and governance reports, briefing papers and presentations for the Board and the Finance, Audit and Risk Committee as requested.
- Prepare annual statutory financial statements and supporting schedules and manage the relationship with the School's external auditors.
- Maintain reporting calendars, assurance processes and supporting records so internal, statutory, funding and governance obligations are met on time.
- Lead the annual budget preparation and 10 year financial modelling for the School and Queensland Treasury Corporation (QTC).
- Contribute to the collation of the Schools Annual Report by completion of the Financial Performance auditing section of the report.
- Support the Finance Manager and budget owners to understand financial drivers, manage resources responsibly and improve forecast accuracy.

Statutory Compliance and Audit Support

- Oversee the preparation and lodgement of statutory and regulatory reporting including but not limited to the Financial Questionnaire, State and Federal Education funding acquittals, grant acquittals, Business Activity Statements and GST, Superannuation and PAYG lodgements, Fringe Benefits Tax.
- Prepare annual financial statements, audit schedules and supporting records and respond promptly to audit information requests.
- Maintain accurate records and reporting calendars so statutory, funding, taxation and audit obligations are completed within required timeframes.
- Monitor relevant changes in accounting, taxation and regulatory requirements and escalate their operational implications to the CFO.

Asset and Capital Accounting

- Provide financial leadership for the School's asset management framework, ensuring the fixed asset register is complete, accurate and reconciled to the general ledger.
- Coordinate financial inputs to asset lifecycle, renewal and replacement planning, including depreciation, impairment, valuation, disposal and whole-of-life cost considerations.
- Partner with facilities and operational leaders to align the asset management plan, campus master planning and capital works program with the School's strategic and financial capacity.
- Monitor capital project budgets, commitments, expenditure, funding and forecast completion costs and escalate material variances or risks promptly.
- Oversee asset stocktakes, valuations, insurance schedules and lifecycle or replacement-planning information as required.
- Ensure appropriate accounting treatment, controls and documentation for asset acquisition, capitalisation, transfers, stocktakes and disposals.

Finance Systems and Process Improvement

- Identify best practice financial management and systems, process improvement opportunities, reporting, controls and finance service delivery, and provide recommendations to the CFO.
- Maintain clear procedures, templates and supporting documentation for assigned accounting processes across the Finance Team and finance functions of the School.

Team Support and Other Duties

- Provide responsive accounting support and guidance to staff while escalating complex or sensitive matters appropriately.
- Participate in relevant professional development and maintain current accounting knowledge and CPA or CA qualification.
- Undertake other duties consistent with the position's skills and classification, as directed by the CFO or Principal.

Qualifications and Experience

- Relevant tertiary qualification in accounting or commerce plus CPA or CA qualification.
- A minimum of 10 years commercial experience.
- Proven experience in effectively leading a finance team.
- Demonstrated knowledge of statutory compliance reporting.
- Highly developed communication and interpersonal skills.
- Advanced computer skills including proficiency in Microsoft Office and financial systems. The ability to develop dashboard reporting or similar would be favourable although not mandatory.

Key Selection Criteria

Within the context of the duties described above, the successful applicant will demonstrate:

1. Strategic Financial Leadership
Demonstrated ability to provide strategic financial leadership, partnering with executive leaders and governing bodies to translate organisational strategy into sustainable financial plans, resource allocation decisions and long-term financial outcomes.

2. Financial Reporting and Analysis
Extensive experience in preparing accurate and timely financial statements, management reports, forecasts and financial analysis, with the ability to clearly communicate financial performance, trends, risks and recommendations to executive and governance stakeholders.

3. Budgeting and Financial Modelling
Proven experience leading complex budgeting processes, cash flow forecasting and long-term financial modelling, including the development of financial frameworks that support informed decision-making and organisational sustainability.

4. Statutory Compliance and Audit Management
Comprehensive knowledge of accounting standards, taxation legislation and statutory reporting requirements, with demonstrated experience managing audits, regulatory compliance obligations and external stakeholder relationships.

5. Internal Controls and Financial Governance
Demonstrated ability to establish, monitor and strengthen internal controls, financial governance frameworks, risk management practices and assurance processes to safeguard organisational assets and ensure compliance.

6. Asset Management and Capital Accounting
Experience managing fixed asset accounting, capital works reporting, depreciation, valuations, impairment assessments and asset lifecycle planning within a complex organisational environment.

7. Leadership and Team Development
Proven ability to lead, mentor and develop high-performing finance teams, fostering accountability, collaboration, continuous improvement and customer-focused service delivery.

8. Financial Systems and Continuous Improvement
Demonstrated experience identifying and implementing improvements to financial systems, reporting processes, controls and business practices that enhance efficiency, accuracy and decision-making capability.

Commitment to Child Safety

All staff are expected to actively contribute to a child safe and culturally safe culture and uphold the School's Student Safety and Wellbeing Policy, Reporting Concerns of Harm and Abuse Policy, related school procedures, and Code of Conduct at all times. This includes:

- Maintaining a child safe environment where all students are protected, respected, and feel safe.
- Prioritising student wellbeing, upholding our values, and implementing the Queensland Child Safe Standards.
- Fostering inclusive and culturally safe environments, listening to student voice, and responding promptly and appropriately to all concerns or allegations of harm.
- Reporting all child safety concerns and allegations immediately to the Principal.

Occupational Health and Safety

All staff members employed at the School will be required to:

- Demonstrate in daily activities a commitment to health and safety in the workplace by always performing tasks in the safest possible manner – safe for the individual, co-worker and students
- Ensure at all times that you work in compliance with all laws, acts, regulations and policies outlined in all policies, manuals and handbooks, as updated from time to time
- Report all hazards and incidents that the individual is party to, or observes, in the correct manner
- When required or directed by the School, participate in any health and safety training.

Blue Card

Applicants must be the holder of a Working with Children Suitability Card (Blue Card). Blue Card Services have introduced a 'No Card, No Start' policy which means all employees must hold a current, valid paid employee Blue Card prior to commencing work**. You must not sign an application form if you are a disqualified person.** Further information and relevant application forms are available on the Blue Card Services website www.qld.gov.au/bluecard.

Final Statement

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other work tasks, not specifically stated, that match with the skills required for the role. The Executive may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the School.