



Position Description

Position Title	Assistant Accountant
Department	Finance
Reports to	Group Finance Accountant
Direct Reports	N/A
Purpose and Objectives	St Peters Lutheran College is the pre-eminent coeducational day and boarding school in Brisbane. The Assistant Accountant has significant discretion and judgement as they aid the Finance Department to improve the quality control of data. They achieve this by planning, designing, and confirming that the professional financial processes and functions meet the Colleges' requirements as established by the College Council. The Assistant Accountant is responsible for ensuring the integrity of data in the financial and operational systems maintained by the Finance Department. This includes the provision of timely, accurate, relevant reports and information to users. The incumbent will assist with the review of system improvements and implementation, specifically in relation to accounting processes and procedures to apply and promote best practice behaviours across the College.
Key Accountabilities	Financial Accounting Assist with preparation of monthly finance reports for Indooroopilly and Springfield to ensure reports are received by the relevant stakeholders in a timely manner. Including, but not limited to: • Tasks as specified in the month end and year-end processes and posting. • Collation of information for reporting and/or lodgment purposes. • Preparation of end of month bank reconciliations for financial reports. • Year-end distributions of donations in accordance with approved resolutions. • Prepare and deliver monthly financial reports to GL account owners. • Maintain and reconcile asset register including depreciation schedules. Monthly and end of year reconciliations. • Facilitation of biennial fixed asset register audit with relevant stakeholders. • Parents and Friends (P&F) month end report, Parent Support Group (PSG) accounting service, community grant expenditure. • Innovation Fund financial support and reconciliation. • Support purchase cards management and processing of monthly credit card statements through Expense management system. • Monthly reconciliation of clearing accounts and balance sheet accounts. • Monitor budgets and processes of all GL accounts. • Assist in the preparation of monthly financial statements and budgets. • Coordination and reconciliation of grant funding including acquittals. • Assist in the preparation of annual College budgets. Bank Reconciliation and Funds Transfers • Daily bank reconciliations including those relating to the individual funds. • Generate electronic bank statements.



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	• Reconcile College and associated entities bank accounts. • Prepare and process general ledger entries relating to bank transactions. • Process electronic bank transfers as approved by the Group Finance Accountant and Director, Finance. • Continual review of banking processes and procedures for system process improvements. General Ledger • Maintain general ledger chart of accounts. • General ledger reconciliations and associated entities. • Prepare and process general ledger journals as required. • Assist with year-end processing. • Loan account reconciliation for cross site transactions. Accounts Payable and Reporting • Ensure all invoices received for payment are compliant with the College processes. • Ensure invoices are accurately coded to the correct GL account and supplier. • Ensure new suppliers are created accurately and are not duplicated. • Process invoices specific to special activities and student debtor charges. • Attend to queries relating to unpaid invoices. • Assist special activity coordinators in preparation of appropriate paperwork for approval by Director, Finance. • Upload special activities information and forms to the relevant portals. • Report monthly reconciliation of special activity income and expense accounts to the activity owner to ensure an accurate result relating to the activity can be determined. • Create final acquittal of all special activities. Accounts Receivable – Support Provide general support for the Accounts Receivable process including but not limited to: • Coordination of the acquittal of finance matters in relation to students in the Indigenous program. • Processing cab charge / medical / indigenous student charges to debtor accounts. • Responding to parent queries regarding My Student Account (MSA). • Preparing budget / invoice summaries and relevant documentation for external Indigenous program providers and liaising with Indigenous program providers. • Liaising with external Government agencies regarding funding. • Receipting ABSTUDY / Centrelink payments directly to debtor accounts. St Peters Future Foundation • Quarterly preparation of financial reports for St Peters Future Foundation (for distribution to the St Peters Lutheran College Future Foundation Board Members). • Receipt and management of donations received through the St Peters Future Fund. • Maintain the integrity of the St Peters Future Foundation database and financial records.
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	Other • Other tasks as directed from time to time by the Group Finance Accountant and Director Finance. • Develop systems, documentation and procedures for implementation in accordance with College policy for continuous improvement towards best practice. • Undertake administrative processes and other tasks as directed for the effective achievement of College outcomes; ensure that all College policies and procedures, such as financial management, occupational health and safety, and conduct are complied with.
Key Relationships	Internal: Chief Operating Officer, Director Finance, Corporate Leadership Team, Budget Holders External: Parents, Shared Services
Selection Criteria	These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate. SC1: An undergraduate degree in Accounting, Finance or equivalent and a minimum of two years' experience and/or an equivalent combination of experience and training. Experience in a not for profit or education sector would be desirable. SC2: Demonstrated sound knowledge and skills in accounting/bookkeeping, including bank account and general ledger reconciliation. SC3: Well developed skills in research, evaluation and interpretation of data and demonstrated ability to develop and implement appropriate policies and procedures relevant to the College's finance strategy and develop documents for decision. SC4: Demonstrated high level of oral and written communication and interpersonal skills, with an emphasis on building teamwork, and developing and maintaining quality relationships with members of the College community, including effective time management and organizational skills. SC5: Demonstrated experience in dealing with sensitive issues and information in a confidential manner and ability to provide advice to senior staff in a clear and concise manner. SC6: Experience in the use of Microsoft Office productions, with intermediate to advance level in Word and Excel, and an understanding of Synergetic or similar accounting package. Personal capabilities Demonstrated ability to exemplify care, dignity, and respect, delivered through high personal accountability for professional workplace conduct. Demonstrated commitment to reach their own potential (Plus Ultra-More Beyond) and in manner that aligns with the College's strategic and operational objectives and values. Christian Ethos An understanding of, respect and demonstrable support for the College's Christian ethos.



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Position Status	Permanent
Hours of Duty	Full Time 38 hours per week Monday to Friday, 8am to 4pm All Year Position
Classification	School Officer Level 6
Annual Salary	\$91,570.00 to \$111,510.00 per annum plus Superannuation. Terms and Conditions – Please refer to the Employment Contract, which may or may not include reference to the Queensland Lutheran Schools Single Enterprise Agreement 2024 .
Superannuation	12.75% employer contribution from 1 July 2025
Location	St Peters Lutheran College – Indooroopilly 66 Harts Road, INDOOROOPIILLY QLD 4068
Professional Behaviours	Applicants are expected to respect and uphold the College's Mission of "Excellence in Christian Co-Education", support the Christian ethos of St Peters Lutheran College, and uphold the Code of Conduct and Valuing Safe Communities standards. All employees are expected to demonstrate courtesy, co-operation and teamwork with fellow members of staff, and actively and effectively participate in reasonable directions provided.
Child Protection	All employees of St Peters are required to complete annual Child Safety Training. New employees must complete this training upon commencement, and/or provide certificate of completion from previous workplace. Employees must understand and adhere to the College's Child Protection Policy and Procedures.
Health & Safety	All employees are required to take reasonable measures to protect their own health, safety and wellbeing, and that of others, and to follow all reasonable Health and Safety policies, guidelines, and directions. Managers hold additional accountability for operational management of safe work practices in their area, including making appropriate resources, information, and training available to their team members.
Policies & Procedures	Employees are expected to understand and act in accordance with St Peters policy and procedure documents that are available on the College's intranet, relevant legislation and directions within the employment contract and/or <i>Queensland Lutheran Schools Single Enterprise Agreement</i> and take the responsibility to maintain currency with these.



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Compliance Requirements	Right to work in Australia Current Blue Card and/or Queensland College of Teachers Registration. Identified positions will require additional security clearances. All successful candidates will be required to obtain and maintain currency and levels of security clearance. Timely completion of mandatory training requirements and training relevant to their role.
Other Relevant Information	The College will conduct relevant and required applicant checks which includes and is not limited to, contacting current and previous employer(s) to substantiate employment history, past conduct and performance. St Peters Lutheran College aims to be a preferred employer by fostering and valuing diversity, ensuring equitable and fair treatment for all, and respecting and upholding human rights. The College is committed to increasing the participation rate of Aboriginal and Torres Strait Islander people through best-practice recruitment methods and producing positive training and employment outcomes for Aboriginal and Torres Strait Islander people within the wider communities. The collection and handling of information will be consistent with the requirements of the <i>Privacy Act 1988</i>.
Further Information	Further information about St Peters can be found at www.stpeters.qld.edu.au

27 October 2026