

POSITION DESCRIPTION

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| | Effective Date: | January 2025 |
| POSITION TITLE: | Accountant | |
| REPORTS TO: | Director of Finance | |
| EXPERIENCE AND QUALIFICATIONS: | <p>1. Job Specific</p> <p>Relevant technical expertise, including</p> <ul style="list-style-type: none"> • Degree qualified with at least 5 years' experience in a similar role in a medium to large size organisation. • Qualified Accountant (CPA or CA). • Experience with GST, BAS and FBT preparation. • Substantial practical experience in managing the full payroll function. • Proficiency of advanced accounting practices and procedures. • Practical application in computerised accounting systems and databases as well as MS Office suite (excel, word, outlook). • Skilled in understanding and application of EBA's and modern Awards. • Experience working in a school or not for profit organisation. • High degree of attention to detail. • Proficiency in the manipulation of databases. <p>2. Management and Leadership</p> <p>Self-Management:</p> <ul style="list-style-type: none"> • Demonstrated ability to manage, lead and motivate staff. • Ability to establish credibility with customers and a proven customer focus. • Ability to work both independently and collaboratively as part of a team. • High degree of initiative and enthusiasm. • Well-developed organisational and analytical skills. <p>3. Communication and Interpersonal</p> <ul style="list-style-type: none"> • Highly developed communication (written and verbal) and interpersonal skills. • Demonstrated ability to use discretion and confidentiality. • Demonstrated application of the provision of specialist/technical advice to a range of stakeholders. • Commitment to Best Practice in all duties associated with the position. • Ability to obtain a Working with Children Check. • Ability to obtain a National Police Clearance. • Willingness to uphold the ethos and values of the School. | |
| POSITION PURPOSE: | | |
| <p>The Accountant assists the Director of Finance. The main responsibilities of the position include the day-to-day financial management of the School, overseeing fortnightly payroll, month and year end reporting, budget preparation and Synergetic and Orgview database administration.</p> <p>This role also provides support and advice to the Finance team, Affies' Cafe, Uniform Shop, Out of School Hours Care and Perth College Swim Academy.</p> | | |
| KEY RESPONSIBILITIES: | | |
| <p><i>Financial Management and Administration</i></p> <ul style="list-style-type: none"> ➤ Assist the Director of Finance with preparation of monthly financial reports, annual financial statements, and the annual budget. ➤ Maintain financial integrity of the general ledger including bank reconciliations, balance sheet reconciliations, monthly journals, prepayments, work in progress and fixed assets for the School and Foundation. | | |

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- Prepare financial reports as required for the submission to the monthly Council meetings – key performance indicators, debtors etc.
- Prepare submissions and maintain supporting documentation for BAS/GST/FBT and other compliance reports, for review and submissions by the Director of Finance.
- Debtor management and control.
- Review of accounts payable transaction processing.
- Liaison with budget holders on an ongoing basis to assist with monitoring the budget.
- Ensure compliance with legislative and internal requirements for the payment of accounts, salaries, taxes, insurance coverage and claims, workers' compensation, superannuation and other employment entitlements.
- Oversee financial impact of scholarships, bursaries, and concessions.
- Synergetic database management and running of ad hoc reports as required.
- Liaison with Auditors and Bankers.

Payroll

- Oversee all functions associated with the preparation and completion of the authorised fortnightly pay runs.
- Ensure all staff are paid accurately, on time and in accordance with their conditions of employment.
- Work closely with the Head of Human Resources to ensure staff are set up appropriately to their entitlements.
- Ensure employee leave entitlements are up to date and administered effectively.
- Undertake appropriate check and balances to ensure calculations on termination payments are correctly administered.
- Maintain knowledge of legislation that affects the payroll and recommend changes to processes and practices as required.
- In consultation with the Director of Finance undertake the processing of staff salary packaging in accordance with the agreed legislative provisions and identified salary packaging providers requirements.
- Provide accurate and timely payroll information and reports as required.
- Oversee staff superannuation payments ensuring appropriate superannuation deductions are made and remitted.
- Produce monthly Superannuation Contribution reports and ensure general ledger superannuation clearing accounts are reconciled monthly.
- Act as the School's first point of contact with Superannuation funds and clearing house.
- Oversee the administration of the School's Workers' Compensation Claims.

Staff Management

- Provide Support and assistance to Accounts Payable and Accounts Receivable functions.
- Provide Support and assistance to the Uniform Shop Manager in the running of the Uniform Shop

Other Duties

- Work as part of a collaborative, high performing team supporting colleagues and undertaking other duties as directed by the Director of Finance.
- Provide cover for accounts payable and accounts receivable as required.

Workplace Health and Safety

- Ensure at all times that you work in compliance with all laws, acts, regulations, and internal policies outlined in Complispace, as updated from time to time.

HOURS OF WORK

This is a full-time position. Perth College business operating hours fall between 8.00 am and 5.00 pm.

Your ordinary hours of work will be as agreed between you and the Director of Finance; including any reasonable additional hours that are necessary to fulfil your duties as requested and approved by Perth College.

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4 weeks Annual Leave accrued over the course of a calendar year, generally to be taken during the School holiday period.

Some flexibility of hours will be required to facilitate effective input and involvement in the full scope of this position at Perth College.