

## POSITION DESCRIPTION

	Effective Date:	June 2025
POSITION TITLE:	Assistant Accountant - Payroll and Accounts Payable	
REPORTS TO:	Head of Finance	
EXPERIENCE AND QUALIFICATIONS:	<div><div>1. Relevant Technical expertise, including:</div><div><div><div>Tertiary qualification in Accounting, Finance, or related field (or working towards).</div><div>Minimum two (2) years of experience in accounts payable and/or payroll processing.</div><div>Experience with accounting and payroll software (eg Xero, MYOB, SAP or similar).</div><div>Familiarity with automated accounts payable systems is highly desirable.</div><div>Experience working in a school or not for profit organisation preferred but not essential</div></div></div><div><div>2. Skills and Attributes:</div><div><div><div>Demonstrated flexible approach to the role and the ability to multi task and problem solve in a dynamic, people focused environment.</div><div>Strong attention to detail and accuracy.</div><div>Excellent organisational and time management skills.</div><div>Ability to work collaboratively in a team environment.</div><div>Strong communication and interpersonal skills.</div><div>Proactive approach to problem-solving and process improvement.</div><div>Driven by a genuine customer service ethos.</div><div>Ability to maintain strict confidence on matters associated with payroll and finance.</div><div>Willingness to uphold the ethos and values of the School.</div><div>Ability to obtain a Working with Children Check.</div></div></div></div></div>	
POSITION PURPOSE:		
<div>The Assistant Accountant – Payroll and Accounts Payable supports the Finance team in delivering accurate and timely financial operations.</div> <div>This role will work closely with the Head of Finance and Director of Finance to implement and streamline an automated accounts payable system and collaborate with the Payroll Officer to ensure the smooth processing of fortnightly payroll for both permanent and casual staff.</div>		
KEY RESPONSIBILITIES:		
<div>Under direction of the Head of Finance complete the duties necessary for the day to day running of the Finance Office, including but not limited to:</div> <div><div>Accounts Payable:</div><div><div><div>Assist in the implementation and ongoing management of an automated accounts payable system.</div><div>Process supplier invoices, ensuring accuracy, appropriate approvals, and timely payments.</div><div>Reconcile supplier statements and resolve discrepancies.</div><div>Maintain accurate records of accounts payable transactions.</div><div>Support month-end closing activities related to accounts payable.</div></div></div><div><div>Payroll</div><div><div><div>Collaborate with the Payroll Officer to ensure accurate and timely processing of fortnightly payroll for all staff.</div><div>Verify timesheets, leave applications, and other payroll-related documentation.</div><div>Assist in maintaining payroll records and ensuring compliance with relevant legislation and internal policies.</div></div></div></div></div>		

	Effective Date:	June 2025
<b>POSITION TITLE:</b>	Assistant Accountant – Payroll and Accounts Payable	

- Respond to payroll-related queries from employees in a professional and timely manner.
- 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.

**General Finance Support**

- Work closely with the Head of Finance and Director of Finance, on finance projects and process improvements.
- Assist with internal and external audits as required.
- Contribute to the continuous improvement of financial systems and procedures.
- Work as part of a collaborative, high performing team supporting colleagues and undertaking other duties as directed by the Head of Finance.

**Workplace Health and Safety**

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

**Hours of Work**

This is a full-time position. Generally, the School's business operating hours fall between 8.00 am and 5.00 pm weekdays.

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