

Position Description

Accountant

Position Title	Accountant
Status	Part Time
Classification	Final remuneration will be determined according to the candidate's skills and abilities.
Time	9.00am – 3.30pm three days per week or as negotiated. Additional hours to attend after hours meetings as Minute Secretary.
Reporting/Working Relationship	All staff report directly to the Principal. The Accountant reports through the Director of Finance and Corporate Services.

Role Description

The Accountant oversees the day to day functions of the Finance Office. The Accountant supervises the processing of accounts receivable, accounts payable and payroll, and assists the Director of Finance and Corporate Services with financial management, budgeting and forecasting, and legislative compliance.

ESSENTIAL DUTIES:

Key Responsibility and Accountability Areas

- For both the School and the Walford Foundation assist the Director of Finance and Corporate Services with the timely and accurate preparation of compliance and statutory returns and accountability statements for Commonwealth and State Governments and other statutory bodies eg Financial Questionnaire, Census, BAS Returns, FBT Return, Grant Accountability, Annual Returns to the Office of Consumer and Business Services.
- Facilitate the annual audit process and assist external auditors as required
- In conjunction with the Director of Finance and Corporate Services prepare monthly management reports for the Finance Committee and the Council of Governors
- Identify and recommend cost efficiencies and process improvements throughout the School
- Oversee and monitor the payment of accounts
- Maintain an oversight of all School credit cards, credit limits and record keeping
- Monitor accounting records for accuracy and ensure that internal controls are appropriate, and that staff adhere to those controls
- Oversee, monitor and check for accuracy, the payroll process including the School's superannuation obligations
- Be able to perform the payroll function when required.
- Oversee the preparation and accuracy of school fee processing and ensure the distribution of fee accounts in accordance with School policy
- Regularly review the Debtors Ledger and liaise with families concerning fees accounts. Support families in the determination of suitable payment plans, and in consultation with the Director of Finance and Corporate Services, manage fee payment arrangements in accordance with school policy
- Ensure pro-active management of outstanding accounts and timely issue resolution
- Reconcile general ledger accounts
- Undertake daily bank reconciliations
- Assist Heads of Sub-Schools, Faculty Coordinators and Department Managers with accessing and interpreting on-line expenditure reports
- Regularly review actual expenditure against budget and bring any unfavourable trends to the attention of the Director of Finance and Corporate Services
- Maintain the School's Asset Register
- Liaise with the School's insurers when required and assist with the annual insurance review
- Process and monitor all insurance claims
- Ensure financial and administrative functions are performed in an efficient and timely manner by managing workloads, developing work systems, determining priorities, developing and recommending improvements
- Liaise with the School's appointed real estate management firm in regard to school owned rental properties. When required communicate directly with tenants and the Walford Property Services Manager on property maintenance matters
- Invoice external hirers of Walford facilities in accordance with hire agreement terms and conditions and follow up on outstanding accounts

- Oversee the management and operation of the ELC and OSHC weekly fee processing cycle through the Xplor operating system and follow up on outstanding accounts
- Act as one of two required signatories to all bank transactions and cheque payments
- Ensure an effective, efficient and cooperative interface between finance staff and teaching staff, and between finance staff and the School community
- Perform the role of Minute Secretary at all Council of Governors and Finance Committee meetings

From time to time these duties may vary by negotiation and/or at the discretion of the Principal.

PERSON SPECIFICATION:

Essential Skills and Experience

- Qualifications or substantial experience in accounting
- Strong numeracy skills and analytical ability
- Strong attention to detail with the ability to prioritise competing tasks for completion on time.
- Ability to interpret and apply relevant legislation
- Strong IT skills including Microsoft Word and Excel in particular
- Thorough understanding and demonstrated working knowledge of relational databases, preferably Synergetic
- Ability to meet deadlines and resolve complex issues
- Commitment to high service delivery standards

Personal Attributes

- Strong interpersonal skills and an ability to successfully communicate and liaise with people and groups at all levels, whether internal or external to the School
- Undertake all tasks in an effective and efficient manner
- Exercise absolute discretion when dealing with confidential information
- Warmth and good humour
- Initiative and sound organisational skills
- Excellent written and verbal communication skills
- Willingness to make a positive contribution in a team environment through enthusiasm, energy and commitment to high service delivery standards
- Sound understanding of School policies and procedures and community ethos and be supportive of the School's values and expectations

How to Apply

Applications including the names and contact details of three current referees should be emailed to:

The Principal
Ms Rebecca Clarke

Email: applicationsACC082022@walford.asn.au

Applications close: Monday 15 August 2022