



Accountant – Temporary Contract (6 Months)

Due to internal growth and to fulfil the busy demands within the Finance Office, we are seeking an experienced qualified Accountant for a temporary full-time position to commence as soon as possible for a six-month period. Based on the needs and demands of the School, there may be the opportunity for this contract position to be further extended.

This role plays a crucial role in ensuring the smooth operation of the school's financial activities by providing essential support and assistance to the Chief Operating Officer, Head of Finance and Finance Office staff.

Position Description

Position Title:	Finance Office – Accountant (Temporary Contract - 6-month period)
Responsible to:	Head of Finance
Reports to:	Chief Operating Officer
Key Stakeholders:	All internal and external stakeholders
Overview:	This role plays a crucial role in ensuring the smooth operation of the operations of the school's financial activities by providing essential support and assistance to the Finance Office.
Duties & Responsibilities:	<p>A. Ethos</p> <ul style="list-style-type: none"> Actively support and promote the Christian ethos of Calrossy in a manner that is inclusive and sensitive to the life experiences of students, parents, and staff. At all times promote the School's Christian values in a practical and accessible way that promotes our mission to provide excellence in a Christian environment. <p>B. Role responsibilities</p> <ul style="list-style-type: none"> Provide assistance and support to the Head of Finance and/or Chief Operating Officer as required. Assist with general accounting and compliance across all elements of the School's financial obligations and entities Assist with end of month financial reporting requirements as required Authorise bank withdrawals, business payment cards and bank payments daily Oversee bank reconciliations on a daily basis Oversee administering budgetary control over expenditure Review weekly creditors payment batch and authorise for payment Reconcile Micropay import into Synergetic each month, and prepare reconciliation of payroll with supporting workpaper adjustments Prepare BAS statements for Calrossy and Preschool on a monthly and quarterly basis Assist in reviewing and approval of all school excursions and events on Edsmart daily Assist Accounts Receivable Officer with debtor queries, and review bad debts and debtor WIP weekly Assist the Assistant Accountant and contribute to further training where appropriate Provide backup for the Accounts Receivable/Accounts Payable functions in times of leave or peak periods to ensure all functions are completed in a timely manner Oversee maintenance of Asset Register Assisting with Sporting Schools grants and School Financial Accountabilities & Acquittals Prepare BGA reporting and acquittals as required Assist in Preparation of Financial Accountability report, Financial Questionnaire and Grant Acquittals annually Prepare Preschool grant acquittals

	<ul style="list-style-type: none"> • Oversee Calrossy Preschool banking and reconciliations • Assist Preschool Director in managing Preschool reporting requirements and financial needs • Assist in external audit requirements, preparing workpapers for the school and Preschool • Provide processing support for insurance claims as and when required • Follow reasonable instructions given by your supervisor or their delegate • Comply with lawful directions, and report any concerns to Supervisor • Any other duties as required by the Head of Finance and Chief Operating Officer. <p>C. General</p> <ul style="list-style-type: none"> • Participate in any in-house training programs, as well as other job specific training that is identified as require for this role description • Participate and contribute to team meetings • Participate in workplace change where required • Follow all reasonable instructions and related duties as given by your supervisor or the Chief Operating Officer <p>D. Administration</p> <ul style="list-style-type: none"> • Assist and provide general support to the Head of Finance • Carry out all general administration duties as directed by the Head of Department that is in line with the classification of the role • Meet set deadlines as set by the Head of Department
	<p>Qualifications/Skills</p> <ul style="list-style-type: none"> • Appropriate qualifications in Accounting, Finance, or Business Services • Minimum of 5 years’ experience within an Accounting and/or Financial environment • Demonstrated extensive experience and knowledge in financial operations including Accounts Payable and Accounts Receivable • Experience in the education industry, and Synergetic software highly desirable • High level of competency operating the suite of Microsoft Office Software including Excel & Word • Critical eye for detail, organisational and decision-making skills • Proven ability to work unsupervised and as part of a team • Excellent time management skills, including the ability to discern priorities, plan ahead and coordinate with others to complete tasks • Excellent communication and interpersonal skills with a capacity to maintain positive relationships, foster team work and engage all levels of the school and wider community • Current Working with Children Check
<p>Work, Health & Safety:</p>	<p>In accordance with the Workplace Health & Safety Act 2021, Employees must:</p> <ul style="list-style-type: none"> • While at work take reasonable care for their own health and safety • Take reasonable care for the health and safety of others • Comply with any reasonable instruction from Calrossy • Follow defined WH&S policies and procedures of the school
<p>Selection Criteria</p>	<p><i>These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate:</i></p> <p>SC1. Demonstrated experience in with financial management systems.</p> <p>SC2 Demonstrated experience in your ability to interpret financial reports, statements and data accurately.</p> <p>SC3 Demonstrate on understanding of and respect for Christian values and provide demonstrable support for the College’s Christian ethos.</p>

Conditions of employment	Award <i>Independent Schools NSW (Support and Operational Staff) Multi Enterprise Agreement 2021</i> Work Type Full-Time Hours 8.00am – 4.06pm Days 5 Days Salary Negotiable Working condition: Office based – Brisbane Street Campus
Key Performance Indicators (KPI's)	Each year a performance review will be held to ensure KPI's are met and to set KPI's for the upcoming year. <ul style="list-style-type: none"> • Communication • Organization • Coordination • Collaboration • Support • Initiative
Location	Calrossy Anglican School 140 Brisbane Street PO Box 1245 Tamworth NSW 2340 Ph (02) 5776 5100 admin@calrossy.nsw.edu.au

All applicants are required to uphold the Christian ethos and support the Schools core values of **Integrity, Selflessness, Inclusiveness, Resilience**