

## Position Description: Accountant

<b>Position title:</b>	<b>Accountant</b>
<b>Employment status:</b>	Part Time (30 hours per week)
<b>Award:</b>	Educational Services (Schools) General Staff Award 2020
<b>Classification:</b>	Commensurate with Experience
<b>Reports to:</b>	Business Manager

### Position purpose

The Accountant provides accounting and systems implementation support to the Business Manager in all areas of the organisation.

### Key responsibilities

#### Accounting

- End-to-end accounting process, including month end journals and monthly accounts with variance analysis
- Monthly forecasting and scenario modelling
- Assist with preparing the annual budget
- Assist with annual audit
- Bank reconciliations, balance sheet reconciliations and general ledger journals
- Management of Non-Current Debtors and Accounts Receivable Invoicing as required
- Preparation of BAS Statements
- Superannuation payments and salaries reconciliation

#### Purchasing/Invoices

- Review and expense staff debit cards
- Process procurement service requests and purchase requisitions in a timely manner and within the approved budget
- Raise purchase orders
- Process employee expense claims
- Reconcile supplier creditor statements

#### Fixed Asset Reporting and Audits

- Register fixed assets in Xero
- Maintain IT asset register
- Periodic fixed asset audits.

#### HR and Payroll

- Process fortnightly payroll
- Employee contracts

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### **Systems**

- Assist the Business Manager with new system implementations

### **Other**

- Document processes and procedures
- Other ad hoc duties as required by the Business Manager

### **Work, Health & Safety & Environment**

- The Nature School has a documented Work Health and Safety Policy together with relevant procedures and other documentation. You must comply with these at all times.

### **Essential Skills**

1. Bachelor of Commerce or similar accounting qualification
2. Experience in a commercial accounting role
3. Experience writing or reworking financial models including scenario analysis
4. Ability to provide monthly reports in a format for a non-financial audience
5. Attention to detail
6. Demonstrated capacity to prioritise tasks, organise resources, meet deadlines and adapt in a fast paced and changing environment
7. Excellent oral and written communication skills
8. Ability to maintain confidentiality
9. Competency in the Microsoft Office suite and a willingness to learn new systems
10. Hold or willingness to obtain a Working with Children Check clearance prior to commencement of employment
11. Willingness to step in and assist when and as required across various tasks in the organisation

### **Highly Regarded Skills**

1. Systems implementation experience
2. Experience writing financial models in Excel
3. Project management support experience
4. Systems accounting experience
5. CPA or CA membership

### **Essential Personal Attributes**

1. Self-reflection and self-assessment to ensure consistently high performance
2. The highest standards of honesty, integrity and professionalism
3. Excellent communication
4. Ability to work as part of a team
5. Positive, can-do focus with the ability to problem solve