



# All Hallows' School

## Duty Statement

### Accountant

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#### Role description:

This role supports the Finance Manager in scheduling and preparing month end processes, journal transactions, balance sheet reconciliations, cash flow management and posting of journals. The role provides professional oversight and support of the work of the finance team across areas such as accounts payable, accounts receivable and payroll. Under the direction of the Finance Manager, this role provides accurate and reliable financial management reports as required to stakeholders, particularly the Business Manager and expert advice to help ensure that the School maintains strong financial controls at all times, in accordance with recognised professional accounting and auditing standards and School policy requirements.

#### All staff of All Hallows' School are required to:

##### Demonstrate support for the spiritual life of the School:

- Witness to the Catholic values of the School
- Participate in School worship and liturgy.
- Demonstrate faith as an integral part of the mission of the School.

##### Support School policies and procedures

- Actively support and implement all School policies and procedures.

#### The Accountant will ordinarily be responsible for undertaking such duties as:

##### Financial management and reporting

Core responsibilities will include the preparation of financial reporting and budgeting, providing input for board reporting, balance sheet analysis, preparation of technical accounting memos and playing a key role in the month end processes and year-end reporting and auditing process. Whilst supervising a small finance team, this role will have significant interaction at middle management level across the School, in providing accounting support, driving day to day business improvement projects, systems projects and other ad hoc pieces of work. The role will also carry out a range of professional accounting duties as directed, including but not limited to:

- Reconciliation of bank accounts and production of journals.
- Management and maintenance of the fixed assets register, including recording of purchases and disposals of fixed assets in accordance with the School's financial policies, and the periodic cyclical physical confirmation of fixed assets and the reconciliation of the fixed assets register with the general ledger.
- Development and maintenance of worksheets to progressively track and report on the costs of construction and other projects.
- Maintenance of the properties sub ledger, including the monthly invoicing of tenants, the follow-up of outstanding rental payments, and general communication with tenants.
- Production of, and accounting for, invoices for sundry charges as required.
- Accounting for the School's retail operations (uniform shop and tuckshop), including purchases, inventory, sales and cost of sales calculations.
- Creation/closure vendor accounts in the creditors sub ledger, in accordance with the School's financial policies and procedures.
- Establishment and maintenance general ledger accounts pertaining to School events.
- Managing the generation and processing of invoicing for various supplies and services and work with the Facilities Department and the Business Manager to generate periodic invoices for commercial tenancies and rental bookings.
- Generation of periodic general journals to allocate costs between departments / cost centres.

- Assistance to the Finance Manager by checking the GL coding and internal control of supplier invoice payment batches and bank receipt batches.
- Undertaking the periodic reconciliation of all balance sheet accounts and the confirmation of key revenue and expense account balances.
- The design and development various financial and management accounting reporting tools in collaboration with the Information Systems Leader and the Finance Manager.
- Other general accounting tasks as directed by the Finance Manager and the Business Manager.
- Actively work towards developing the skills and experiences necessary to backfill the Finance Manager during leave absences of up to three months.
- Carry out other duties appropriate to the role, as directed by the Finance Manager, Business Manager or the Principal.

### Essential Knowledge / Skills

- The role will require someone either CA or CPA qualified or studying towards a similar qualification, ideally with several years' post-qualified commercial accounting experience, from within a similar educational or business environment.
- The person must have a sound, up-to-date knowledge of Australian Accounting Standards, advanced MS Excel and finance database skills as well as excellent communication & stakeholder management skills.
- Sound understanding of payroll systems and processes and related tax issues.
- Attention to detail and strong organisational skills.

### Desirable Knowledge

- Advanced knowledge, or capacity to quickly acquire such knowledge, of modern ERP and payroll systems.
- Advanced skills in Microsoft Word and Excel.
- Sound demonstrated understanding of general accounting principles.

### Reporting Relationship

The Accountant reports to the Principal through the Finance Manager and the Business Manager.

November 2016