



School Accountant

Temporary full time maternity leave position commencing 19 February 2024

The Southport School is a leading Anglican Day and Boarding School for boys situated on the banks of the beautiful Nerang River in the heart of the Gold Coast. The Southport School (TSS) has been established for over 120 years and is committed to providing excellence in leadership, learning and teaching, pastoral care and extra-curricular endeavours within a balanced, holistic Christian environment. The School has a vibrant Boarding, Education, Cultural and Sporting program that extends across the full year and two campuses.

We are seeking a generalist Accountant to assist and support our Financial Controller with the daily operations and accounting flow of the School. This position reports to the Financial Controller and will also work with the CFO on special projects. This is a full-time position temporary position (19 February 2024 – 10 January 2025) with the standard working hours Monday to Friday, 8.15am to 4.15pm.

We are very interested in speaking with candidates who are keen to become involved in the daily machinations of the school, who enjoy connecting with our staff and who are ultimately service oriented, and solution focused. This role works with an exceptional team of finance professionals including payroll, accounts payable, and fees collection as well as the wider non-teaching team.

Specifically, the role will be responsible for:

- Statutory compliance and reporting.
- Assisting with the preparation of financial reports.
- Assisting with the maintenance of financial records.
- Assisting with varied financial and operational accounting functions.

We are seeking candidates who have the following qualifications and experience:

- Hold an Accounting degree.
- Ideally have experience in a school or other similar educational setting – this is beneficial but not essential!
- Hold CPA or CA qualifications or currently engaged in study for these qualifications is considered advantageous.

For all staff we offer our wonderful onsite facilities including staff yoga, staff lanes in our swimming pool, an afternoon hit on the tennis courts, access to our state-of-the-art gym facility.

Successful candidates will be willing to support the Anglican Schools Code of Conduct and must be able to demonstrate an understanding of appropriate professional boundaries and standards when working with children and young people. Applicants must hold or be eligible to hold a working with children bluecard and will be asked to provide a recent criminal history check certificate.

To apply, please submit your CV along with a statement that outlines how your experience will ensure you are able fulfil the responsibilities of the role. Only applications submitted online will be considered and applications close on **Friday 19 January 2024 at 9am.**

We may contact great candidates ahead of the closing date so don't delay in getting your application into us!

Candidates should direct applications to:

People and Culture Manager
The Southport School
2 Winchester Street
Southport, QLD 4215