

Position Description

Title: School Accountant



This Position Reports to: Financial Controller

Department: Business Services

Date: January 2024

PREAMBLE

As a staff member of The Southport School, it is crucial that you understand the underpinning philosophy and aims of this school, its routines and administration, and more importantly, that you actively support the Anglican Ethos of the School. The School Prayer gives a clear understanding of the School Aims.

*Make us a truly Christian Community where education embraces the whole of life.
With the school may we find acceptance, healing and growth through faith in Christ
and in turn service to others.*

OUR TSS VALUES

We are a TEAM

We work together in a spirit of trust, loyalty, inclusion and mutual respect. We persist and encourage each other to do our best each day.

We are a community of SCHOLARS

We learn every day and our interests and different approaches bring diversity of opportunity and enrich our understanding of the world.

We are here to SERVE

We contribute positively to our classes, our teams, our school, our families, and our communities, learning to lead and to improve the world in which we live.

STUDENT PROTECTION IN ANGLICAN SCHOOLS

Anglican Schools and Education & Care Services are committed to providing environments where children and young people receive the highest standard of care, where their rights are supported, and they have opportunity to thrive and be fruitful. Such environments nurture and safeguard the intelligence, dignity, safety and wellbeing of each child or young person, by placing them at the centre of thought, values and actions.

As reflected in our Ethos, our vocation is education, driven by a vision of humanity, shaped by the image of God made visible in Jesus, present in every human being.

- Every child: made in the image and likeness of God.
- Every child: loveable and loved, unique and unrepeatable.
- Outstanding education for the flourishing of people and the good of community.

Our faith is lived. We are hospitable and welcoming communities, who embody compassion, kindness, fairness, justice and love, and where exceptional pastoral care is practiced.

Working and serving the best interests of children and young people is in everyone's best interest. This is achieved through sustaining living and learning environments that are safe, supportive and stimulating. Specifically, we:

- place emphasis on genuine engagement with children and young people.
- create conditions that reduce the likelihood of harm to children and young people.
- create conditions that increase the likelihood of identifying harm where it exists; and
- respond swiftly and appropriately to any concerns, disclosures, allegations or suspicions.

This commitment is sought to be consistently reflected through the decisions and behaviour of all persons within the School or Service, who are guided by effective governance, policies, tools and processes. This fosters a child safe culture, where acting in children and young people's best interests is at the heart of what we do.

PURPOSE OF THIS DOCUMENT

To provide the team member with the key selection criteria, specific duties and responsibilities and general responsibilities against which your appointment to, and performance in the job, will be assessed.

As part of the team, you will be expected to know the policies and procedures that govern some of the tasks you will be performing.

KEY SELECTION CRITERIA, QUALIFICATIONS AND EXPERIENCE:

Selection Criteria

- Demonstrated capacity for effective self-management and being accountable for the outcomes-based performance to achieve agreed business goals.
- Demonstrated understanding and experience in the efficient and effective preparation of financial reports and meeting compliance requirements for the business function.
- Demonstrated commitment to nurturing positive relationships within teams and in support of staff members and stakeholders.
- Demonstrated excellent communication skills and interpersonal skills necessary to work with all members of the school community.

Qualifications and Experience

- Degree:
Must hold an Accounting Degree.
Must hold a CA or CPA qualification or engaged in study for these qualifications.
- Working With Children Check (Blue Card):
Must hold valid Blue Card.
- Professional Development:
Demonstrated engagement in ongoing professional development that enhances financial management skills, keeping up-to-date and staying informed about best practices in financial management. Participation in workshops, conferences, and professional learning communities that contribute to continuous growth as a professional.

Additional requirements:

- Provide a recent criminal history check certificate – must be within 2 months of appointment.

DUTIES AND RESPONSIBILITIES FOR THE POSITION

This part of the document outlines the responsibilities required to competently perform the duties of the position. Of course, you will also be required to perform any other duties that the Headmaster, or their delegate, may direct you to perform, and which could reasonably be considered relevant to the position.

SPECIFIC DUTIES AND RESPONSIBILITIES

The role of School Accountant in The Southport School holds a crucial role in ensuring the smooth operation of the Business Services team and plays a pivotal role in fostering a positive corporate services environment that supports the effective and efficient operations of the school. This role liaises with other corporate departments and adhere to relevant corporate policies and procedures.

The role of Accountant assists the Financial Controller in the day-to-day management of the business operations of the school. The position reports to the Financial Controller and will also from time-to-time work with the CFO on special projects as required and directed.

This part of the document outlines the responsibilities required to competently perform the duties of the position. Of course, you will also be required to perform any other duties that your School Executive Management may direct you to perform, and which could reasonably be considered relevant to the position.

Key responsibilities:

The School Accountant role is a member Business Services team and therefore attendance at these meetings is required. The role of a School Accountant will:

Maintain Financial Records

Goals: To ensure that all financial records are maintained accurately for the operation of the business functions of The Southport School.

- Ensuring the reconciliation of the General Ledger accounts as required.
- Assist with the fixed asset register.
- Assist with preparing journals.
- Reviewing actual to budget results monthly or as required.
- Assisting budget holders as required.
- Attending to any other tasks that ensure the integrity of the financial records.

Prepare Financial Reports

Goals: To provide efficient and effective preparation of financial reports for the business functions of The Southport School.

- Preparing and reporting of monthly financial accounts.
- Preparing audit schedules in connection with the annual audit.
- Preparing financial schedules as required, e.g. activity trading accounts, cash flow analysis, unbudgeted items, overseas travel costs, etc.
- Assisting with the preparation of the annual budget including the formulation of the general administration budget.
- Preparing insurance schedules as required.
- Attending to any other reports as may be required for internal or external purposes.

Statutory Compliance

Goals: To provide efficient and effective preparation of financial reports whilst meeting compliance with all laws for the business functions of The Southport School.

- Assist with preparing annual financial report, including liaising with auditors.
 - Assist in the preparation of the DEST Financial Questionnaire.
 - Preparing the monthly Business Activity Statements (BAS) and supporting schedules.
 - Preparing the annual Fringe Benefits Tax return (FBT) and supporting schedules.
 - Attending to GST compliance.
 - Attending to any other matter that may arise because of a change in legislation or statute.
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Operational Efficiency

Goals: To provide protection of The Southport School's assets whilst maintaining accurate financial records.

- Assistance across payroll, accounts payable, and fee coordinator roles as directed by the Financial Controller.
- Ensuring the development and implementation of systems and controls across business operations to protect the assets of the school, e.g. cash handling procedures, authorisation processes, etc.
- Assisting staff with issues as they arise across all areas of business operations.
- Attending to all other tasks as required by the Headmaster, CFO or Financial Controller to ensure the efficient and effective operation of the school.

GENERAL DUTIES AND RESPONSIBILITIES

Student protection and child safety responsibilities

- Ensuring a comprehensive understanding of all relevant policies, procedures, guidelines and reporting protocols at The Southport School.
- Creating and maintaining a safe and secure environment where students feel physically and emotionally protected.
- Recognising signs of abuse, neglect, harm, and inappropriate behaviours and conduct of students, staff, volunteers, visitors and other persons engaging with the students.
- Immediately report suspicions of harm or disclosures to a Student Protection Officer, or the Director of Student Protection, or the Headmaster concerns and disclosures as a mandatory reporter.
- Educate students about their own personal safety, empowering them to understand and assert their boundaries and seek help if they feel unsafe.

Ensure all school policies and procedures are complied with by:

- Complying with legal obligations of an education establishment including complying with established industrial relations practices and requirements.
- Compliance with the Student Protection Policy and Procedures including ensuring that the well-being of all students is closely monitored, and any concerns are reported to the appropriate support and leadership staff.
- Understanding that at no time does any worker have the authority to reprimand any student or any co-worker, but to take responsibility to report any issue to the Dean of Students or any member of the School's senior management panel.

Ensure a safe and healthy work environment is provided for students, employees and visitors by:

- Complying with the Workplace Health and Safety Legislation and Regulations.
- Complying with The Southport School Workplace Health and Safety Policy
- Implementing documented basic safety and security practices.
- Preventing hygiene risks and problems through implementation and adherence to policy and procedures.

Display positive interpersonal skills needed for the delivery of quality service, with a particular emphasis on communication and teamwork by:

- Communicating effectively one on one in the workplace.
 - Communicating and participating effectively as a member of a team in the workplace.
 - Providing confidential employee and client relations for counselling and any grievance procedure that may take place.
 - Presenting a positive, professional and dynamic image of the School to employees, clients and visitors at all times.
 - Initiating and driving the business forward by directly representing the School's ethos and motto.
 - Demonstrating the very highest level of personal insight, initiative and maturity in all that is done and to display a sense of flexibility and willingness to work as an integral member of the team.
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