



# Rockhampton Girls Grammar School

Est 1892

## POSITION DESCRIPTION

### ACCOUNTANT

Rockhampton Girls Grammar School is one of the original eight Grammar Schools of Queensland. Opening in 1892, Girls Grammar has served and supported the education of girls and young women for over 125 years. The Girls Grammar family experience is dynamic and contemporary, informed by rich traditions and profound values.

Rockhampton Girls Grammar School is a learning community founded on a commitment to *'Learning for Life'*. Each member of our School family contributes to sustaining an environment in which individuals actively engage in their learning; where School values are embraced; where mutual and self-respect is paramount; where community and global citizenship is fostered and where excellence in every endeavour is sought and celebrated.

### OUR VISION

Women can achieve anything.

### OUR MISSION

To enable each young woman to know her strengths and to enthusiastically embrace her future.

### THE ROLE

Position Title: Accountant

Reports to: Business Manager

### POSITION OBJECTIVE

As part of the Finance Team, this is a key position that contributes to the efficient and effective financial management of the School

## REPORTING RELATIONSHIPS

The Accountant will report directly to the Business Manager

## KEY CHARACTERISTICS

The position entails the following key components, but is not limited to them and other duties will be allocated from time to time as required.

- Approve purchase orders in accordance with approved School budgets
- Costing of School Excursions/Outings/Trips and Events
- Approve Electronic Payments, Direct Debits and Bank Transfers
- Sign cheques as appropriate
- Maintain general ledger accounts
- Reconcile general ledger accounts and process journal entries
- Assist with debt collection where necessary
- Prepare monthly financial reports to the Business Manager, including Profit and Loss, Balance Sheet and Cash Flow reports
- Preparation of annual general purpose financial statements
- Preparation of Fringe Benefits Tax Return
- Liaise regularly with the Business Manager on the current financial status of the School
- Monitor actual performance against budget throughout the year
- Monitor expenditure of grants to ensure compliance with submission requirements
- Maintain the School's Fixed Assets Register
- Prepare the Annual Financial Questionnaire and Somerset Survey
- Prepare monthly BAS and submit to the ATO
- Assist in the preparation of Grant applications, including those for Capital Projects
- Assist the Business Manager with financial forecasts
- Assist the Business Manager in the annual and interim audit process
- Preparation of financial information for the Annual Report and for Government Reporting Entities as required
- Conduct grant acquittals and comply with accountability requirements
- Maintain appropriate accounting systems and procedures for the School
- Comply with, enforce and continue to improve the School's Purchasing Policy and internal control procedures
- Ensure compliance with the State Procurement Policy and other requirements for Grammar Schools and Statutory Bodies
- Keep up-to-date with Accounting Standard and regulation changes that affect the School
- Ensure that all financial records as required by the Business Manager and by the Statute are accurate and securely maintained
- Compile folders with Financial Reports for monthly Finance Meetings
- Interact with the Enterprise Manager to manage the Bequest and Donation Programs

## ESSENTIAL QUALIFICATIONS AND EXPERIENCE

- Have completed or be close to completing a Bachelor of Accounting degree (or equivalent)
- Have some experience in either a public practice or commercial Accounting environment
- Knowledge, application, evaluation and analysis of legislation, compliance, policies and procedures relevant to the Accounting field
- The ability and commitment to:
  - Maintain strict confidences on matters associated with the School's financial operations and payroll
  - Enhance existing knowledge and skills
  - Readily embrace and implement the benefits of new technology where appropriate
  - Work independently without supervision or as part of a team
  - Assume additional responsibilities in the absence of other Finance Office staff
  - Strive to achieve best practice in all duties associated with the position
  - Prioritise tasks efficiently and manage time effectively
  - Learn and apply new concepts quickly
  - Liaise professionally with staff and external suppliers including Government bodies
  - Work under pressure and manage deadlines
  - Work collaboratively and energetically within a dynamic organisation
  - Complete all tasks showing attention to accuracy and fine detail
- Possess excellent written and interpersonal communication skills
- Possess advanced computer skills including proficiency in Microsoft Office and Accounting software

## MANDATORY REQUIREMENTS

You are required to possess a current Blue Card from the Commission for Children and Young People and Child Guardian.

## WORKPLACE HEALTH AND SAFETY

Employees are responsible and accountable for:

- Compliance with workplace policies and procedures for risk identification, risk assessment and risk control
- Active participation in activities associated with the management of workplace health and safety
- Identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace
- Correct utilisation of appropriate personal protective equipment

## ACKNOWLEDGEMENT

This job description has been developed to indicate the general nature and level of work performed by employees within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and requirements of employees assigned to the role. You will also be required to perform any other duties that the Business Manager or Principal may direct you to perform which could be reasonably considered relevant to the position.