

ARDEN



ACCOUNTANT (TEMPORARY) [WHOLE SCHOOL]

Arden is a non-selective Anglican School providing a co-educational, Pre-School to Year 12 education, which seeks to attract, retain and develop dedicated, highly effective, values-oriented staff to all positions at the School. At Arden, we are committed to providing a positive work environment in which staff are valued and encouraged to develop professionally.

Arden is a Christian community centred on the good news of Jesus Christ. Arden's ethos is of high expectations and a commitment to academic and professional excellence. The School aims to attract and retain the best possible teachers and support staff, who are experts in their field and highly committed to the continuous improvement of their professional practice. The School's focus is to engage staff who have a passion for lifelong learning and who believe in the unique value of each student in the School. Arden welcomes applications from people of faith who are committed to the Christian aims of the School.

Arden is committed to being a Child Safe organisation. All staff are required to help always maintain a child safe culture, and to act in every child's best interest and to keep them safe from harm. The School has zero tolerance for child abuse.

There is a strong collegial culture of mutual trust and support between staff and school leaders. All levels of governance are committed to embodying the Christian values of the School and a culture of servant minded leadership is fostered at all levels.

All staff must be committed to positive and caring relationships because of their importance to successful student learning and the high level of family involvement that exists at Arden across all aspects of school life.

Workplace Expectations

Professional Practice

- Cultivate an engaged service focussed environment
- Foster supportive positive professional relationships
- Demonstrate a sensitive and compassionate work ethic, underpinned by the Christian values of the School
- Demonstrate a duty of care to staff, students and visitors in relation to their physical and emotional wellbeing
- Undertake and comply with mandatory training and regulatory requirements as determined by the School
- Attend School meetings, as requested, including outside of usual work hours
- Attend professional learning events, as requested, including outside of usual work hours
- Any other duties and activities as required by the School Principal (or as delegated)

Work Health & Safety (WHS)

- Participate in the development of a safe and healthy workplace
- Adhere to safe work procedures ensuring ongoing adherence with any instructions given for personal safety and health as well as that of others
- Remain familiar with emergency and evacuation procedures including the location and use of emergency equipment (eg, first aid kits, fire blankets)
- Report any injury, hazard or illness immediately in accordance with the School's policies and procedures

Child Safety

- Actively participate in the School's zero tolerance for child abuse and commitment to embedding Child Safety in approaches to daily work tasks and involvement in School approved activities
- Model a commitment to providing, so far as reasonably practicable, an environment in which students feel respected, valued and encouraged to reach their full potential
- Commit to understanding professional boundaries and the nuances of appropriate student and staff interactions in the workplace
- Demonstrate an understanding of the need to report suspected (observed or perceived) abuse, neglect, mistreatment and risk of harm

Role classification

Industrial Agreement	Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement (MEA) 2021
Classification	Clerical and Administrative Staff
Level	4 ⁺
Location	Epping campus
Hours (usual)	8.00am – 4.00pm (flexible) Monday – Friday
Engagement	6-month (temporary full-time)

Staff are employed at a classification level and assigned to a role rather than appointed to a position. Staff may be re-assigned to other roles at the same classification over time, in line with organisation priorities and/or personal development plans.

The below is intended to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive or limiting list of responsibilities and expectations of the position. Daily tasks are as advised by the Line Manager and are not identified in this Role Description.

The responsibilities, expectations and tasks relevant to this role may be varied, at the Principal's discretion, to ensure the operational needs of the School are continually being met.

Professional Review

This Role Description is intended as a framework for professional review.

POSITION PROFILE

The Accountant is responsible for supporting all aspects of the finance function in the school. Reporting to the Business Manager, the role includes (but is not limited to) preparation and review of statutory, government and management reports, maintenance and management of the general ledger structure, account reconciliation and analysis as well as assistance with cash flow planning and long-term financial modelling.

This role also includes responsibilities for processing and managing the full payroll function. The role may also be required to assist the Business Manager more broadly with operational and strategic matters and projects as required.

Experience & Qualifications

- Tertiary accounting qualifications (essential)
- 5 years management and statutory accounting experience (essential)
- Payroll experience in the education sector (highly desirable)
- Synergetic Student Management System experience (desirable but not essential)
- Professional association membership – CPA, ICA (desirable but not essential)

Essential Skills

- Advanced accounting knowledge to support a wide range of reporting, reconciliation and financial analysis
- Advanced skills in the full suite of MS Office
- Strong analytical and problem-solving skills
- Ability to deal with people at all levels
- Excellent customer service skills
- Excellent written and verbal communication skills
- Strong organisation, attention to detail and time management skills
- Ability to work autonomously and collaboratively

Key Responsibilities

Reporting, financial compliance and associated tasks

- Assist with the preparation and reporting of annual budgets
- Assist with long range financial planning
- Prepare monthly financial management reports including analysis and commentary of variances
- Prepare cash flow statements and cash flow forecasts
- Review and reconcile debt facilities and interest costs
- Develop and maintain the ongoing management of the fixed asset register
- Prepare monthly & quarterly reconciliations as required and resolution of discrepancies
- Manage all relevant government funding submissions and statutory returns
- Support (as needed) the Accounts Payable Officer and Account Receivable Officer
- Develop and review the School's accounting policies and procedures

- Identify and manage the implementation of internal control systems
- Assist with the accounting for, and control over income and expenditure of the school, including adherence to budgets
- Manage and maintain the chart of accounts and general ledger
- Manage and monitor leasing arrangements
- Prepare the year end accounts and relevant reconciliations for external audit and internal management purposes, for the school and related entities (as required)
- Prepare reports for the Anglican Diocese of Sydney
- Assist with tax compliance including PAYG, FBT and GST and keeping abreast of any changes to tax legislation and tax rulings (as required)
- Filing, archiving, administrative & adhoc finance projects (at the direction of the Business Manager)

Payroll and associated tasks

- Liaise with the HR, Risk & Compliance Manager (or delegate) concerning staff appointments, terminations and variations, and attend to necessary documentation and updating of payroll records
- Keep abreast of all changes to awards and industrial agreements
- Process fortnightly payroll including preparation of associated reports, employee payments, PAYG and other payroll deduction remittances
- Manage superannuation payments in accordance with legislation and salary sacrifice arrangements
- Ensure correct implementation and adherence to Single Touch Payroll compliance requirements
- Liaison and management of relationship with salary packaging provider
- Respond to payroll and associated requests from staff
- Produce payroll cost reports, six-monthly reconciliation of payroll, and production of annual payment summaries and reconciliations to the Australian Taxation Office
- Prepare workers' compensation premium declarations and manage all claims.

Reports

This role reports directly to the Business Manager.

There are no direct reports for this role.