

Financial Accountant | Position Description



Position title: Financial Accountant

Reporting to: Head of Department

Position summary:

We are seeking a highly skilled and detail-oriented Financial Accountant to join our team who will be responsible for Ascham's financial operations. The ideal candidate should possess a Bachelor of Commerce degree and a recognized accounting qualification such as CA or CPA. The Financial Accountant will be responsible for managing various financial tasks including month-end close activities, journal entries, tax management, audit coordination, bank account management, payroll support, and more. The successful candidate will play a crucial role in ensuring accurate financial reporting and compliance with relevant regulations. In performing their duties, the Financial Accountant will oversee the recording and review of financial transactions and operations.

Duties and Responsibilities:

Month and Year-End Close:

- Lead the month-end closing process, ensuring all financial activities are accurately recorded and reported.
- Prepare and review month-end journal entries, reconciliations, and working papers.
- Reconciliation of Balance Sheet and Profit and Loss accounts on a monthly basis and at Year End
- Present a true and fair view of the financial position and results of the School by preparing the monthly and year-end financial statements in accordance with accepted accounting principles.
- Creation of KPI reports
- Collecting and analysing of data.

Financial Statements and Statutory Reporting

- Responsible for the preparation of various accurate and timely year-end statutory financial reports
- Manage the asset register, tracking and reporting on company assets

General Ledger

- Assist in maintaining all aspects of the General Ledger
- Assist in the reconciliation of all relevant General Ledger accounts including banks, debtors, prepayments, fixed asset register, accruals, GST and loans
- Prepare and enter Journals
- Assist in managing the asset register

School Foundation

- Prepare and review Quarterly Accounts and supporting working papers
- Maintain reconciliations of underlying Donations and Bequests as well as annual recipients
- Understand conditions attached to Donations and ensure that spend is in line with conditions
- Provide financial reporting as required for Foundation Board meetings in line with Board deadlines
- Assist in the reconciliation of Interest subsidy and Interest expense, donations, bequests

Tax and Year End Audit

- Manage tax compliance and filings, ensuring adherence to local and national regulations.
- Assist Head of Finance with preparation of year end statements and interim/ end of year audit work papers
- Coordinate with auditors during internal and external audits, providing necessary documentation and support
- Provide external auditors with any analysis and documentation required to perform the annual audit

Bank Account Management

- Oversee and reconcile bank accounts, ensuring accuracy in financial transactions.
- Monitor cash flow and assist in cash management decisions.

Expense Management and Fee Recovery:

- Monitor and ensure fee recovery on expenses related to recoverable items.
- Manage insurance claims, coordinating with relevant parties to process claims efficiently.

Government Reporting

- Prepare and submit all government reporting requirements including BAS, FBT, EMDG, Government funding reconciliations
- Reconcile GST on a monthly basis
- Prepare quarterly, bi-annual, and annual surveys and statistical returns (i.e. Census information, ABS surveys, Annual Financial Questionnaire, etc.)

Preparation of Annual Budget

- Assist in the preparation of the School and Foundation annual budget as directed by the Head of Finance.
- Working with Management Accountant, undertake the detailed budget build after Council approval.

AOGU and APA Assistance

- Assist in preparation of Ascham Old Girls Union Accounts including providing timely financial reports to the directors of this entity
- Assist in preparation of Ascham Parents Association Accounts including providing timely financial reports to the directors of this entity

Finance Projects

- Working with the Head of Finance, represent Finance on projects such as Project Omnia
- Attending meetings with project staff as required, providing necessary expertise and input
- Support the project team with systems scoping, and assessment of alternatives system options
- Design and support change management and stakeholder engagement for systems changes
- Undertake User acceptance testing on behalf of the Finance team as required

Other

- Maintain and monitor AR collection and recovery process
- Maintain expenditure and payments internal controls including weekly review of pre-approved payments
- Manage and control bank loans portfolio
- Other Finance work as required, including holiday leave cover for other staff within the team

Essential Criteria

- Bachelor of Commerce degree in Accounting, Finance, or related field.
- Professional accounting qualification such as CA or CPA.
- Minimum of 8 years of experience in financial accounting roles.
- Strong knowledge of accounting principles, regulations, and financial reporting.
- Proficiency in accounting software and MS Office Suite (Excel, Word, PowerPoint).
- Excellent attention to detail and organizational skills.
- Ability to work independently and collaborate effectively within a team.
- Knowledge of tax regulations and experience with audits is a plus
- Ability to manage multiple projects and deadlines
- Proactive problem solver
- Enquiring and analytical mind.
- Good communication skills to identify the accounting needs of Ascham
- Keen eye for detail.
- Has commercial and business awareness.
- Exceptional organisational skills and attention to detail
- Ability to prioritize, track and sustain tasks
- WWCC Clearance

Desirable Attributes:

The ideal candidate would be :

- Discreet and confidential
- Team player with customer service mentality
- Energetic and loyal
- Excellent communicator - both written and verbal

Name: _____

Signed: _____

Date: _____