



Compliance & Accounts Officer Position

Thank you for your interest in applying for the Compliance & Accounts Officer Position at Samford Valley Steiner School. This is a Fixed-Term Full-Time position (Mon-Fri) for one year. The package for this position is composed of:

1. Information for Applicants
2. Role Description
3. Selection Criteria

Please read these documents carefully before seeking further information.

Yours sincerely,

Smitha Mallya
Economic Development Manager

INFORMATION FOR APPLICANTS

The aim of this *Information for Applicants Package* is to help you understand the selection process so that you can present your best case for appointment. The basis for selection is the relative merit of each applicant in relation to the selection criteria identified in the *Role Description* and the *Selection Criteria*.

Role Description

The *Role Description* should be read carefully. It provides information regarding the following:

1. Position title
2. Area
3. Location
4. Role Relationships
5. Role Context
6. Role Purpose
7. Key Accountabilities

Remuneration

1.0 FTE at ADML5S1 of the SVSS Enterprise Agreement 2022.

Hours of Duty

Mon-Fri 8am-4pm, including 30 minutes unpaid lunch break.

Probation

The probation period is 6 months.

How to Apply

Your application should include:

1. Cover letter outlining your interest in the position.



2. CV – a summary of your career including relevant positions you have held and major responsibilities.
3. Statement that concisely but fully describes how you consider yourself suitable against each of the **selection criteria**.
4. The names, positions and telephone contact numbers for two referees who can comment on your professional suitability for the position.

Your application should be emailed to sellis@samfordsteiner.qld.edu.au and marked *Confidential – Compliance & Accounts Officer*.

Closing Date

Applications open until position is filled.

Selection Process

All applications received will be acknowledged (*after the End of Year Closure from 16 December 2022 to 3 January 2023, if applications are received during this period*)

Short listed applicants will be contacted by phone and will be required to attend an interview. All applicants will be notified of their outcome.

Contacts for Further Information

If you require further information after reading this information package, please email edm@samfordsteiner.qld.edu.au

Qualifications and Legal Requirements

1. Proven level of bookkeeping knowledge and experience
(School bookkeeping experience and knowledge of TASS /FACTS highly preferred)
2. Book-keeping / Accounting Certificate desirable.
3. Blue Card

Selection Criteria

1. Previous experience of School Compliance role and understanding of compliance calendar.
2. Previous bookkeeping knowledge and experience in Accounts Payable, Accounts Receivable, Debtor Management, Bank Reconciliations, Corporate Credit Card acquittals, BAS and annual audit preparation. (Payroll experience if any)
3. Demonstrated ability to learn and use software systems for maintaining accounts.
(TASS/FACTS knowledge if any)
4. Demonstrated experience of meticulous work in a fast-paced setting with high level of focus on accuracy and timeliness of financial records.



5. Demonstrated ability to prioritise tasks according to deadlines and to proactively communicate updates with all stakeholders.
6. Openness to receive instruction and work as a team member, as well as willingness to take initiative in improving efficiency of processes where needed. (Experience, if any, of recording Standard Operating Procedures (SOPs))
7. Emotional resilience, able to deal with conflict positively and have excellent written and verbal communication skills, in keeping with the ethos of the school.
8. A current Blue Card or the ability to obtain one for an immediate start.



ROLE DESCRIPTION

Position Title	Accounts Officer
Area	Whole School
Position Reports to	Economic Development Manager
Role Location	Brisbane, Samford Valley
Key Role Relationships	School Director Economic Development Manager Faculty Directors Teaching staff All Staff Parents & Commercial Debtors Suppliers

ROLE CONTEXT	<p>Samford Valley Steiner School (SVSS) has experienced considerable growth since its inception in 1987, most notably over the past four years. This growth has included a High School operating since 2006, significant capital works, an increase in both students and staff and, importantly, a change of focus from pre- and primary education to 'whole school'.</p> <p>Anthroposophy and the developmental picture of the human being is the underpinning of Steiner education philosophy. The school has a Senior Leader Team consisting of the School Director, Early Childhood Director, Primary School Director, High School Director, Economic Development Manager, and the Chairperson of the College of Teachers (COT), which develops the pedagogical direction and vision from a deep understanding of Steiner's indications and child development perspective. Teachers creatively translate this vision and direction into observable and practical actions in a way which engages and develops students.</p> <p>The Compliance & Accounts Officer must be willing to learn, engage and work from our Vision and Core Principles at Samford Valley Steiner School. https://www.samfordsteiner.qld.edu.au/about-us/vision/ Working collaboratively with and under the direction of the Economic Development Manager, the Finance Officer will support the functioning of the school's finance function.</p>
ROLE PURPOSE	<p>Working as an effective member of the administrative team, the primary role of the Compliance & Accounts Officer is bookkeeping and ensuring that financial accounts are accurate and up to date, to allow appropriate management and oversight by the Economic Development Manager, thereby contributing to the financial viability of the School. This role works closely with other Finance positions and the Economic Development Manager. Customer service is a critical part of this position as the Compliance & Accounts Officer works closely with teachers, school support staff, parents and suppliers & service providers. The role also ensures compliance matters relevant to school operations are in place so that the school can operate legally and unencumbered.</p>

KEY ACCOUNTABILITIES	<p>General Duties</p> <p>In consultation and collaboration with the admin team, proactively identify, develop, and implement systems and processes which will improve current administrative practices and ensure a smoother and more effective delivery of Steiner education to students. Proactively contribute to the nurturing and supportive environment of the whole School through willing participation in regular school responsibilities, actively engaging in school related activities.</p> <p>Book-keeping</p> <p>Data entry of all accounts information, reconciliations, and payments, so that the School's financial processes are timely, effective, and accurate. This includes Accounts Receivable and Accounts Payable, managing bank deposits and receipts, rollover new budget for the year and provide information for annual audits. Prepare and reconcile term fee invoices to</p>
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families, as well as arrange and manage administrative elements of direct debits and payment plans, so that there is timely receipt of fees throughout the year. Liaise with the Economic Development Manager on any accounts of concern.

Account Reconciliations

Prepare timely reconciliations of all accounts so that there is an accurate and up-to-date picture of the School's financial status, including bank accounts and credit cards, ledgers, petty cash and cash advance.

Payments and Purchases

Establish and manage payments for goods supplied to the School, so that there is timely and accurate reconciliation of accounts.

Payroll (Future possibility of role expansion)

Set up and consistently ensure accurate and on time payments of wages, PAYG and superannuation to all employees, including provision of Payment Summary information at year end and related reconciliations. Respond to staff enquires on wages, PAYG and superannuation as required and keep databases up to date.

Compliance

Develop and regularly update the school's annual Compliance Calendar (operations and governance). Ensure all submissions regarding government and legislative compliance are timely and accurate. Work collaboratively with the Senior Accountant and HR Officer to ensure all matters relating to the finance function and HR function are compliant with regulations and funding requirements. Handle insurance matters for General and Student Accident insurance, Workers Compensation and any other insurance related matters. Provide assistance to the Compliance matters for the School's Board and Auditors.

WHS

Work collaboratively with the Facilities Manager to ensure compliance for Fire Safety, Bush Fire safety, Evacuation, First Aid and Workplace Inspection are up to date. Oversee the First Aid requirements and organize adequate training for staff as stipulated by school policies.

Safety and Compliance

Safety is a priority for all SVSS staff. All staff employed in any capacity by SVSS are expected to understand and effectively apply safety policies and practices as relevant to their role.

Professional Conduct and Development

Proactively seek and participate in continuing professional development activities as required, including peer and mentor support. Attend Administration meetings as required and any relevant School-based in-service activities, to establish and maintain a high level of professional knowledge and expertise. Strengthen parent and community confidence in the School by always acting professionally with due consideration and awareness of issues of sensitivity and confidentiality, remaining mindful of the Accounts Officer's role to communicate matters of concern, maintaining good rapport with parents and guardians, and with appropriate duty of care toward fellow colleagues.