



# Application Package

## Assistant Accountant

Thank you for your interest in applying for the role of Assistant Accountant at Samford Valley Steiner School. This is a permanent part time position of 18.75 hours per week (0.5 FTE), commencing in January 2025.

The aim of this Application 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 role description and the selection criteria outlined below.

Short listed applicants will be contacted by email or phone and will be required to attend a face-to-face interview. Only shortlisted applicants will be contacted.

Please read this application package carefully before seeking further information.

Yours sincerely,

**Margot Andersen**

*Economic Development Director*

## Who we are

Samford Valley Steiner School (SVSS) delivers a unique educational experience that combines academic excellence with deep human development. Located in Brisbane's beautiful Samford Valley, we provide a nationally recognized curriculum that nurtures each child's natural development from Kindergarten through to Year 12, where students graduate with the New Zealand Certificate of Steiner Education (NZCSE). This internationally recognised qualification provides tertiary entrance pathways to universities across Australia and worldwide. Our approach integrates artistic, practical, and intellectual learning to develop students who think independently, engage creatively, and contribute meaningfully to their world. As one of Australia's leading Steiner schools, we're committed to proving that when education honours the whole human being, students thrive both academically and personally. Established in 1987, SVSS continues to demonstrate that a balanced, pressure-free education achieves outstanding outcomes while preserving the joy of childhood and learning.

## Our Values

Samford Valley Steiner School values excellence in education based on honesty, tolerance, reverence, responsibility and hard work.

## Qualifications

### Essential qualifications:

- Relevant qualifications in Accounting, Finance, or a related field (Diploma/Bachelor's degree or working towards)
- A current Blue Card with the Queensland Blue Card Services

## Remuneration

As per *Samford Valley Steiner School Enterprise Agreement 2022*:

- ADML5S1 - \$38.63576 per hour.

[Samford Valley Steiner School Enterprise Agreement 2022. | Fair Work Commission \(fwc.gov.au\)](#)

## Hours of Duty



# Application Package

As a 0.5 FTE, you have the option to determine a work pattern that best suits both your needs and the requirements of the organization. We encourage you to work collaboratively with your manager to establish a schedule that aligns with our operational goals while accommodating your preferences. Together, you can design a work pattern that balances flexibility and productivity.

## Probation

There is a 6-month probationary period.

## How to Apply

Your application should include:

### 1. Cover Letter

Please provide a tailored cover letter introducing yourself and explaining your interest in the position. Highlight your relevant skills, experiences, and accomplishments that make you a strong candidate for the role. The cover letter should not exceed one page.

### 2. CV/Resume

Attach your updated CV/Resume outlining your educational background, work experience, key achievements, and any relevant certifications or awards. Ensure that your CV/Resume is well-organised and easy to read. If you have a portfolio or any additional materials that showcase your work, you are welcome to include them as well. Please include the names, positions and contact numbers for two referees who can comment on your suitability for the position.

## Submission Instructions:

Please email your application in a PDF format to [workwithus@samfordsteiner.qld.edu.au](mailto:workwithus@samfordsteiner.qld.edu.au) marked *Confidential* – Assistant Accountant

## Closing Date

Applications close on **Friday the 6<sup>th</sup> of December 2024.**

Please note that this position may be reviewed and filled prior to the stated deadline. Therefore, we encourage interested applicants to submit their applications as soon as possible. Early submissions will not be disadvantaged and will receive equal consideration.

## Contacts for Further Information

For further information please contact Tina Speers on [cspeers@samfordsteiner.qld.edu.au](mailto:cspeers@samfordsteiner.qld.edu.au)



# Application Package

## Role Description

**Position Title:** Assistant Accountant

**Area:** Administration

**Reports to:** Finance Manager (Senior Accountant)

**Key Role Relationships:** Finance Manager, Economic Development Director (EDD), School Director, Faculty Directors, Administration Team

### Our School:

Since 1987, Samford Valley Steiner School (SVSS) has grown into a thriving K-12 learning community, offering a unique path where education is more than academics. Guided by the principles of Anthroposophy and Steiner's understanding of human development, we nurture each student's potential through a balanced blend of academic, artistic, and practical learning. Our nationally recognized curriculum, set within a beautiful bushland campus, emphasises creativity, critical thinking, and personal growth.

At SVSS, we are committed to fostering lifelong well-being, resilience, and curiosity. Our dedicated staff and supportive community work together to cultivate compassionate and capable individuals who are ready to contribute thoughtfully to the world. If you share our passion for nurturing young minds and inspiring a love for learning, we invite you to join us in making a meaningful difference.

### Who this role will suit

This role is perfect for a detail-oriented, proactive individual with a passion for numbers and a knack for organization. As the Assistant Accountant, you'll be an essential part of our small but dedicated Finance and Admin team, supporting the Finance Manager to keep our financial operations running smoothly. If you thrive in a collaborative, and fun, environment, excel at maintaining accurate records, and enjoy making a real impact through diligent financial management, this role is for you. Join us in contributing to the financial health of a school that's committed to nurturing young minds and fostering lifelong learning.

### Role Purpose:

You will be responsible for supporting the Finance Manager in maintaining accurate financial records, processing transactions, and ensuring compliance with school policies and financial regulations.

### Key Accountabilities:

#### Duties Include:

- Assist in the preparation of financial statements, reports, and budgets
- Support accounts payable and receivable functions, ensuring accurate and timely processing of transactions
- Reconcile bank accounts, credit cards, and other financial records
- Maintain and update the general ledger including balance sheet reconciliation, journal entry, month end and year end accounting.
- Support payroll processing and ensure compliance with relevant legislation
- Assist in the preparation of BAS, GST, and other statutory returns



# Application Package

- Provide financial insights to support decision-making for various departments
- Collaborate with the Finance Manager on financial audits and compliance reviews
- Participate in financial planning and forecasting processes
- Ensure adherence to internal financial controls and policies
- Assist in financial systems improvement projects as needed

## **Safety and Compliance:**

Safety is a paramount concern for all staff at SVSS. The Assistant Accountant must adhere to all school safety policies and procedures, ensuring that all financial activities comply with applicable laws and regulations.

## **Professional Conduct and Development:**

The incumbent is expected to engage in continuous professional development to enhance accounting skills and knowledge. Participation in relevant training sessions and administrative meetings is required to maintain high professional standards.

## **Duty of Care:**

The role requires a commitment to the overall well-being of the school community. The Assistant Accountant must adhere to policies related to the safety and welfare of children and contribute to the smooth operation of the school's financial activities.

## **Compliance Responsibilities:**

All staff are required to comply with the policies and procedures of Samford Valley Steiner School, including the Code of Conduct and risk management protocols. The incumbent must report any identified hazards or safety concerns promptly.