

Role Description – Assistant Accountant

Position Title	Assistant Accountant
Reports to	Finance Manager (Senior Accountant)
Faculty	Business and Administration
Level	Dependent on experience
Applications close	Friday 28 th of March 2025
Key relationships	Finance Manager, Economic Development Director (EDD), School Director, Faculty Directors, Administration Team, External Auditors and Vendors

About Us

Nestled on 20 acres of stunning bushland and vibrant gardens in the tranquil Samford Valley, just 35 minutes from Brisbane's CBD, Samford Valley Steiner School (SVSS) offers a unique and vibrant educational journey for children from preschool through Class12.

As Queensland's largest Steiner school, we bring the richness of an independent education inspired by Rudolf Steiner's philosophy to life, and thoughtfully meeting Queensland curriculum requirements. Here, students experience a holistic, inspiring approach that ignites curiosity, resilience, and a love for learning.

With a passionate faculty, a supportive community, and modern facilities harmonised with nature, SVSS is dedicated to nurturing well-being and resilience in every child. We strive to cultivate compassionate, capable individuals who are ready to make a thoughtful impact in the world.

If you share our commitment to inspiring young minds and fostering a love for learning, we invite you to join us in making a meaningful difference.

The role

We are seeking an **Assistant Accountant** to join our finance team. In this role, you will support the Finance Manager in managing the day-to-day financial operations of the school, maintaining accurate financial records, and ensuring compliance with the school's financial policies and external regulations.

Your contribution

As the Assistant Accountant, you will play a vital role in maintaining financial integrity, providing support across the full spectrum of accounting functions, and contributing to the school's financial sustainability.

Your key responsibilities will include:

Financial Reporting:

- Assist in the preparation of monthly, quarterly, and annual financial reports, including balance sheets, income statements, and cash flow reports.
- Prepare and maintain budgets, forecasts, and financial projections in collaboration with the Finance Manager.

Bank Reconciliation and General Ledger:

- Reconcile bank statements and the general ledger to ensure accuracy of financial data.
- Assist in maintaining the integrity of the general ledger by ensuring correct coding and classification of transactions.

Audit and Compliance:

- Assist with the preparation for annual audits, ensuring that all financial records and documents are up to date and meet audit requirements.
- Ensure compliance with relevant taxation, superannuation, and financial regulations.

Financial Systems and Digital Tools:

- Use digital accounting systems and software (e.g., Xero or MYOB) to manage school accounts efficiently.
- Stay informed of new accounting technologies and trends to enhance the school's financial operations.

Collaboration and Support:

- Work collaboratively with the Finance Manager and broader administration team to ensure effective financial management across the school.
- Provide financial support and advice to teaching and non-teaching staff as required.

Payroll and Accounts Payable Support (as needed):

- Support the payroll function by assisting with timesheet collation, reviewing payroll calculations, and maintaining accurate employee records.
- Ensure payroll compliance with the school's Enterprise Agreement and all relevant laws.
- Support Accounts payable by assisting with processing invoices, payments, and receipts in an accurate and timely manner.
- Ensure timely reconciliation of accounts and follow up on outstanding payments.

What we are looking for

For this role, we will consider how well you:

To succeed in this role, you will need:

- **Accounting Experience:**
Previous experience in accounting or finance, ideally in an education or not-for-profit setting, with a solid understanding of accounting principles and practices.
- **Digital Literacy:**
Proficiency in using accounting software (e.g., Xero, MYOB) and Excel, with the ability to adapt to new financial systems and digital tools.
- **Attention to Detail:**
Strong attention to detail and accuracy in financial record-keeping, reporting, and reconciliation.
- **Communication Skills:**
Excellent written and verbal communication skills, with the ability to explain financial information to non-financial staff and stakeholders.
- **Problem-Solving Ability:**
A proactive approach to problem-solving, with the ability to identify issues and implement solutions in a timely manner.
- **Teamwork and Collaboration:**
A collaborative and flexible approach to working with colleagues across the school, with a willingness to assist the team as needed.

[List the key capabilities against which they will be assessed.]

Mandatory requirements

All staff must adhere to the policies and guidelines of Samford Valley Steiner School, including the Code of Conduct and health and safety procedures. You will be responsible for reporting any incidents or hazards and actively contributing to creating a safe environment for everyone.

Accounting Qualifications:

A qualification in Accounting, Finance, or a related field (Diploma or Bachelor's degree) is required.

Blue Card (Working with Children Check):

As required under Queensland law, all employees must hold a valid Blue Card for child-related employment.

Interested in applying?

To enable us to assess your merit, your application should include:

- Your current resume.
- A brief letter (1 -2 page) telling us why you are interested in this role. This should not be a restatement of your resume and does not require you to respond to each of the key capability areas; it is also your opportunity to tell us about yourself, what you'll bring to the role and what you'll get out of it)

Conditions and benefits of the role

Your employment experience with us will include work-life balance with flexible working options, competitive salary and benefits (including up to 12.75 per cent superannuation contributions by your employer and generous leave loading), generous leave entitlements, career progression opportunities and the chance to make a difference to the lives of students.