



Position Description

Accountant

Position title	Accountant
Reports to	Finance Manager
FTE	Full-Time/Part-Time
Category	Category A

Role Description

The Accountant plays a vital role in supporting the effective financial stewardship of Assumption College by delivering accurate, timely, and reliable financial information. Working under the direction of the Finance Manager and as a key member of the Finance team, the role contributes to the day-to-day operations of the College’s financial processes, ensuring compliance, integrity, and accountability in all financial activities.

Key Areas of Responsibilities

- *Financial transaction processing and reconciliations*
- *Financial reporting and month-end support*
- *Asset management*
- *Compliance with policies, procedures, and legislative requirements*
- *Provision of high-quality customer service to internal and external stakeholders*
- *Contribution to process improvement and best-practice financial management*

Key Duties

- Prepare, process, and reconcile financial transactions in accordance with College policies and accounting standards.
- Maintain accurate records within the College’s financial systems, ensuring timely entry of data and supporting documentation.
- Contribute to month-end processes, including preparation of journals, reconciliations, and schedules.
- Assist in producing monthly financial reports, statements, and variance analysis for the Finance Manager and Business Manager.
- Maintain and update the College’s fixed asset register, ensuring accuracy of acquisitions, disposals, and depreciation.
- Assist with Annual Budget preparations and audits as required.

- Assist with preparing Committee & Board Reports
- Assist reconciliation of College bank accounts.
- Manage Other Debtor invoicing, statements, and follow-up in a respectful and professional manner.
- Respond to financial queries from internal stakeholders, providing clear and accurate information.
- Assist with payroll reconciliations, reporting, and compliance with industrial and legislative requirements as required
- Ensure adherence to accounting standards, internal controls, College policies, and relevant legislation.
- Support the implementation of improved financial processes, systems, and controls.
- Uphold the Child Safeguarding and Occupational Health & Safety obligations of the College.

Membership

- Finance Team

They work **in collaboration with:**

- Finance Manager
- Business Manager
- Leadership team (as required for escalations or reporting)

Essential Qualifications and Experience

Skills and Experience

- Demonstrated experience in a finance or accounting role
- Experience with financial systems, general ledger processes, and reconciliation activities.
- Experience in accounts payable, accounts receivable, and/or payroll administration.
- Strong attention to detail and commitment to producing accurate, high-quality work.
- Excellent organisational and time-management skills, with the ability to prioritise effectively.
- High level of confidentiality, professionalism, and integrity.
- Strong communication and interpersonal skills, with the ability to support a diverse range of stakeholders.
- Proficiency in Microsoft Office applications, particularly Excel.
- A proactive approach to problem-solving and continuous improvement.

- Commitment to the Catholic ethos, Marist values, and safeguarding principles of Assumption College.

Qualifications and Certification

- Tertiary qualification in Accounting, Finance, or a related discipline (or working towards completion).
- Working knowledge of accounting standards and financial compliance requirements.
- The successful applicant must hold a current Victoria Police Check and a current Working with Children Check (WWCC).