

Westminster School is a leading coeducational, Early Learning to Year 12, day and boarding Uniting Church school. We aspire to be the best school for an exceptional education, developing individuals of great character to achieve more than they thought possible. We want Westminster to have a world class reputation, renowned for a genuine focus on wellbeing, inspired by our values of kindness, resilience, mindfulness, curiosity, courageousness and inclusivity.

POSITION DESCRIPTION

Position name	Financial Accountant
Area of School	Business Office
Employment Status	Fixed Term part time (Maternity Leave cover)
Employment Conditions	Award/Agreement Free
Key Relationships	The Financial Accountant functionally reports to the Head of Finance who will provide supervision and direction. This position will work closely with the Business Office team and provide accounting services to other School staff. The Financial Accountant is ultimately responsible to the Principal via the Director of Corporate Services.

Position Objective:

The Financial Accountant is responsible for providing accounting services to the Westminster School group of entities. The position is expected to deliver quality and efficient transactional accounting, analysis and reporting services to our key stakeholders throughout the School. The Financial Accountant will work with the other members of the team to ensure that the Head of Finance is provided with operational financial information and analysis, ensuring analysis provides a clear understanding of:

- School financial performance
- the financial impacts of key business decisions
- individual cost drivers

Key Responsibilities:

1. Provide internal financial accounting for the School and associated entities

- Responsibility for the accounting work for the following entities: Westminster School, Westminster School Foundation, and Cliff Hawkins Property Trust.
- Preparation of monthly and quarterly management reports for the School and Foundation (including P&L, balance sheet, cash flow/cash position, variance analysis)
- On behalf of our key stakeholders this role will be accountable for;
 - Efficient and accurate Month end ledger close procedures
 - Review and posting actual and accrual journals as required
 - Stewardship and maintenance of the chart of account
 - Preparation of monthly and quarterly balance sheet reconciliations, including cash management and bank reconciliations
 - Maintaining the Asset and Lease Register including the determination of useful life and the calculation of depreciation
 - Preparation of regulatory returns, including BAS
- Reconciling Capital WIP
- Assisting with preparing annual budgets and forecasts
- Uploading, reconciling and reporting of budget data in financial system
- Preparation, distribution and collation of the budget templates

2. Delivery of effective and efficient financial services to internal and external stakeholders

- Provide chart of account, ledger and systems accounting guidance and mentoring to the Finance team and members of the Business Office
- Assist and support budget holders with budget submission preparation
- Provide key stakeholders with analysis, insight and commentary in relation to business performance, including reporting performance against budget and key business drivers
- Provide business partnering and decision making support to Head of Finance
- Liaise with external auditors including assembling audit data and providing responses to queries as required
- Effective and timely collaboration with internal and external stakeholders as required

3. Provide support and back up for the Head of Finance

- Proactively assist the Head of Finance in relation to:
 - Analysis of financial performance
 - Cash flow management
 - Annual Budget preparation
 - Preparing for audits of the general ledger for Westminster School, Westminster School Foundation and Cliff Hawkins Property Trust
- Assist with preparing annual financial statements for the School, Westminster School Foundation and Cliff Hawkins Property Trust
- Assist with preparing data for FBT returns
- Assist with preparing data for compliance reporting
- Additional activities as required by the Head of Finance

4. Other Responsibilities

- Supervise the work of the two Finance Officer's - (Accounts Receivable & Payroll/Accounts Payable)
- Provide assistance to the Business Office staff generally
- Provide backup to the Payroll function
- Champion change and foster performance cultures to achieve desired culture outcomes and engaged team members
- Actively seek opportunities for continuous improvement and driving efficiencies

Key Selection Criteria: Qualifications, Skills and Experience

- Degree level qualifications in Accounting/Finance/Economics or similar
- Professional designation of Certified Practising Account (CPA) or Chartered Accountant (CA) or similar
- 5 years accounting experience
- Competent computer literacy skills
- Advanced Microsoft Excel skills
- Highly numerate and strong analytical capabilities
- Demonstrated high initiative and strong interpersonal skills
- Knowledge of current Australian accounting standards
- Knowledge and understanding of basic concepts of Fringe Benefits Tax and Goods and Services Tax
- Previous experience in the use of Synergetic management system and experience in a school environment would be advantageous

Key Selection Criteria: Personal Qualities

- Demonstrated commitment in providing high level customer service
- High level of organisation, accuracy and efficiency
- Excellent interpersonal, written and verbal communication skills and customer service
- Attention to detail and analytical in nature
- Ability to work with minimal supervision, with a willingness to assist others and work in a team environment
- High degree of initiative and enthusiasm
- Ability to maintain strict confidences on matters associated with the School's financial operations

Safety and Wellbeing

All staff must:

- Take reasonable care of, and cooperate with actions taken to protect, the health and safety of both themselves and others
- Report all accidents, incidents and hazards to their supervisors as soon as is practicable
- Read and abide by all WHS policies.

Conditions of Employment

- All applicants must be eligible to work in Australia
- All staff must satisfy child protection screening and adhere to Westminster's Child Protection policy
- A 6 month probationary period applies

Updated: November 2020