POSITION DESCRIPTION

Accountant
(Ref: Job 15-001)

The Accountant is responsible to the Principal and the Business Manager.

Description:
The Accountant has a key role to play in the College, both at an operational level and as assistant to the Business Manager.

The Accountant at St Bede’s College has a key role to play in the good organisation and management of the College. The person has an empathy with the Catholic and Lasallian ethos of the College and actively supports and gives leadership in this area.

The Accountant is a member of the administration team and works as a professional for the good order of the College. The ability to be a self-motivated and independent worker within a team is essential. While professional qualification are essential in the area of accounting, an ability to take on responsibilities in administration outside of the area are essential.

The Accountant assists the Business Manager:

- The preparation of the end of month and end of year financial report
- End of month General Ledger reconciliations, processing end of month reports and end of month rollover
- Assist the Finance Officer when necessary with Bank reconciliations
- Process general ledger journals
- Process Maze end of year rollover
- Provide data from Maze as requested
- Assist with the Update & rollover of students at the end of the year
- Assist with preparation of the annual budget including the cash flow budget
- Prepare detailed Profit/Loss statement and Balance Sheet for Board Meetings
- Manage the College Asset Register
- CEO Data Collection – Census & Data Collection
- BAS Statement
- Knowledge of I.T
- Assist with the Collection of school fees (including bad debts)
- Any other duties as assigned by the Principal or Business Manager.

General Work Description:

- A school officer is required to perform any combination of a wide range of functions under direct supervision.
- To participate in the life of the Catholic and Lasallian ethos and is prepared to undertake professional development in relation to Lasallian ethos.