



MACARTHUR ANGLICAN SCHOOL

Duty Statement - Accountant

Main Responsibilities of Position

The Accountant will report to the Finance Manager and the Director of Support Services and is responsible for operational administration and financial matters, including the processing of payroll, reconciliation of the general ledger, procurement management, financial reporting and analysis, year end financials, liaison with external auditors.

Specific Areas of Responsibility

A *Accounting Control*

Assisting the Finance Manager in the following activities:

- 1 Ensuring that there is proper accounting and control over all income received (fees, government grants, etc.) and expenditure (salaries, operating costs, asset purchases, etc.).
- 2 Inherent in the above is ensuring strong systems of internal control and segregation of duties where practicable.
- 3 Reconciliation of all general ledger accounts on a monthly basis, ensuring accurate and timely financial reporting.
- 4 Maintenance and development of the School's asset register and asset management processes.
- 5 Preparation of year-end financial statements and statutory returns in accordance with the Corporations Law and other relevant legislation. Management of the year end audit process with external auditors.

B *Payroll and Personnel Activities*

- 1 Processing and management of the payroll function for the School. This includes fortnightly payment of all salaries, actioning payments associated with specific staff payroll arrangements – for example: superannuation, salary sacrifice agreements, lease contracts.
- 2 Preparation of payroll analysis reports, including costing reports by department, and FBT expense worksheets.
- 3 Timely preparation of PAYG Payment Summaries, ATO reconciliations and returns.
- 4 Maintenance of all staff payroll records.
- 5 Administering general and workers compensation insurance returns, and assisting with claims reviews and renewals under the direction of the Director of Support Services.

- 6 Provide effective supervision and support to Accounts Officers, ensuring timely and accurate work output is maintained and processes are managed in accordance with relevant statutory requirements.

C *Procurement*

Ensuring supplies and equipment are procured in the most cost effective and efficient means to the School. As directed, seek out best prices for supply of goods and services to the School.

D *Records Management*

Ensuring, in conjunction with the Finance Manager, that proper administration records are kept including:

- i. Asset Register
- ii. Taxation and other statutory records

E *Liaison with Regulatory Bodies*

Providing information to the Finance Manager and Director of Support Services to assist in the completion of statistical and financial returns for regulatory bodies, such as Commonwealth/State Department of Education, Block Grant Authority, State Interest Subsidy.

F *Involvement in the Life of the School*

- 1 Close involvement with and support of parents.
- 2 Involvement in school events.
- 3 Support of staff.
- 4 Where appropriate, interaction with students.

G *Professional Development*

Undertake appropriate professional development approved by the Director of Support Services.

H *Other Duties*

It should be noted that, while detailed, this job description is not exhaustive and the Director of Support Services, Finance Manager or Headmaster may at their discretion, and in consultation with the Accountant, vary the responsibilities of the Accountant as required.