



Assistant Accountant Position Description

Mount St Benedict College is a Catholic, independent, girls' high school in the Good Samaritan tradition, offering holistic education based on Benedictine values of Pax, Hospitality and Stewardship.

Mount St Benedict College is committed to ensuring that every person involved in the College understands the important and specific role they play, both individually and part of the wider community, to ensure that the wellbeing and safety of all children and young people in their care.

POSITION TITLE:	Assistant Accountant
DEPARTMENT:	Finance and Operations Department
LOCATION:	449c Pennant Hills Road, Pennant Hills NSW 2120
PURPOSE STATEMENT:	<p>The Assistant Accountant is a member of the Finance Team. The Assistant Accountant is responsible for the effective administration of the College's accounts payable, fixed asset and general ledger processes.</p> <p>The role supports the financial operations of the College through accurate purchase ordering, invoice processing, credit card payments, fixed asset management and other general accounting duties including bank reconciliation, tax returns, invoice and credit note processing, reconciliation's, audit and trial balance management and collaboration with key internal stakeholders.</p> <p>The position works closely with the Business Manager, Deputy Business Manager, and other administrative staff to ensure the integrity of financial records and the smooth operation of payables and accounting processes.</p>
POSITION REPORTS TO:	Deputy Business Manager
COORDINATES WITH:	<ul style="list-style-type: none">• Finance Team• All Staff in the College - Teachers and Support Staff• Auditors and accountants
DIRECT REPORTS:	None
AWARD/AGREEMENT RELATIONSHIP:	NSW Catholic Independent Schools (Support Staff – Model A) Multi-Enterprise Agreement
CLASSIFICATION:	Level 4
STATUS:	Fixed term contract, full time
OTHER ALLOWANCES	
SPECIAL CONDITIONS	Contract – Term 3 2026

MAJOR ACCOUNTABILITIES:

The following duties are aligned to the major areas of responsibility of the Assistant Accountant:

1. Accounts Payable and Credit cards

- Manage the purchase order (PO) and invoice flow through receipt to payment, ensuring compliance with internal policies and procedures, controls and tax requirements.
- Maintain user access and workflows for approvals.
- Assist in training new staff members, updating policies and procedures.

- Process credit card transactions ensuring compliance with internal policies, controls, bank issue and tax requirements.
- Prepare payment runs, uploading into banking platforms.
- Maintain strong Vendor Masterfile Maintenance.
- Manage the Accounts Payable inbox within agreed service level agreements.
- Prepare supplier reconciliations and ensure outstanding invoices are followed up promptly.
- Contribute to cashflow management through forecasting utilising purchase order systems.
- Perform reconciliations, prepare journal entries and ensure timely processing in accordance with process. Take up credits.
- Prepare reporting as required.

2. Fixed assets

- Process capital purchases ensuring compliance with internal policies and procedures, controls and tax requirements.
- Maintain the fixed asset register (FAR), setting up assets appropriately, assigning asset categories, useful life, depreciation, fair value assessments, ensuring the FAR reconciles to the GL.
- Contribute to cashflow management through forecasting utilising purchase order systems and capital reporting.
- Perform reconciliations, prepare journal entries and ensure timely processing in accordance with process.
- Prepare reporting as required.

3. Accounting Support and Administration

- Perform General Ledger and bank reconciliations as required.
- Raise invoices and process credit notes as required.
- Assist with interim and year-end financial audits, including preparation of supporting documentation.
- Preparation of month end financial reports to a draft stage including Income & Expenditure, Balance Sheet, Assets, Depreciation. Assist with preparation of year-end financial reports.
- Preparation of taxation related returns.
- Ensure financial documents and temporary records are archived in accordance with College policies.
- Contribute to the review, streamlining, and implementation of financial processes in collaboration with the Business Manager and Deputy Business Manager.
- Participate in system implementation projects as required.
- Provide day-to-day support to the other finance team members, including accounts receivable, and payroll team members.
- Cross train as back-up for other role/s in the finance team, specifically accounts receivable.

4. General:

- Participate in professional development and training as required and actively seek opportunities to enhance skills and knowledge.
- Take reasonable care for personal health and safety and that of colleagues, in accordance with College policies.
- Contribute to the life of the College community by attending staff meetings, supporting school events, and working collaboratively with volunteers and work experience students where appropriate.
- Undertake other duties consistent with the skills and capabilities of an Assistant Accountant, as directed by the Principal or Business Manager.

ESSENTIAL SKILLS / QUALIFICATIONS:

- Appropriate knowledge of generally accepted accounting concepts and principals including accounts payable, accounts receivable and maintaining general ledgers;
- General administration experience and knowledge of bookkeeping procedures and office administration, including the ability to operate computerised accounting, spreadsheet and word processing programs and email at a highly proficient level;
- Sound written and verbal communication skills and ability;
- Effective time management and organisational skills;
- Attention to detail and ability to maintain high level of accuracy in preparing and entering financial information;
- Ability to maintain confidentiality;
- Possess cultural awareness and sensitivity;
- Display a consistently high standard of ethical conduct, exhibiting honesty, integrity and understanding in accordance with the Good Samaritan ethos;
- Current Working with Children Check (WWCC).

DESIRABLE SKILLS / QUALIFICATIONS:

- Certificate or Bachelor degree in accounting, finance or business administration;
- Knowledge and experience in educational or not-for-profit entities will be an advantage;
- 2-3 years' experience in a similar role;
- Experience in Xero accounting software an advantage;
- Proven ability to work collaboratively with stakeholders such as teachers;
- Excellent IT skills including use of the Microsoft suite and a School database system.

Key Performance Indicators	Description
1. Supporting the College's Catholic Ethos <i>Demonstrate an integration of faith and behaviour in all areas of College life. Act with love, grace, humility and generosity to all students, staff and families of Mount St Benedict College</i>	<ul style="list-style-type: none"> • Actively support, and live out the College's Declaration of Faith, Strategic Plan and Mission Statement; • Reflect an integrated model of Catholic service to all aspects of College life; • Demonstrate an understanding of current organisational, WHS and management practices and a demonstrated working knowledge of good business practices and financial control; • Promote in staff and students a strong commitment to serve others; • Attendance at Staff, Leadership and other meetings as required; • Where appropriate, and as directed by the Principal, interaction with students;
2. Service <i>Excellent communication skills, including the ability to liaise with all members of the community, both internal and external.</i>	<ul style="list-style-type: none"> • Provide the highest level of service to all members of the College Community - including students, parents and staff. • Positively promote the College both internally and externally at all times. • Provide patience, care, compassion and discernment, as needed. • Complete assigned work diligently and promptly and by the most efficient/effective means. • Cheerfully and proficiently greet visitors and facilitate resolution of any complaint • Attend College functions, sometimes out of school hours.
3. Skills, Knowledge & Application <i>Demonstrated knowledge and application of the skills</i>	<ul style="list-style-type: none"> • Apply contemporary management skills to ensure that the College community is professionally serviced, • Demonstrate high level oral and written communication skills, with an attention to detail and distinguished organisational ability;

<p><i>required for this position. This includes knowledge and understanding of appropriate content and skills, legislation, policies and procedures.</i></p>	<ul style="list-style-type: none"> • Prioritise duties, meet deadlines and achieve goals within a complex and multi-focused environment; • Develop and maintain professional relationships with the College community, alumni and external customers; • Demonstrate the ability to meet deadlines; • Demonstrate the skills required to ensure effective communication with parents, students, staff and other community members; • Demonstrate excellent teamwork skills in interactions with other members of the Finance team.
<p>4. Professional Conduct</p> <p><i>Demonstrated adherence to the professional responsibilities of working in an Independent Catholic College and understanding of the need for adherence to the College policies and procedures and the Staff Code of Conduct.</i></p>	<ul style="list-style-type: none"> • Fulfil all requirements of the Mount St Benedict Code of Conduct; • Undertake all duties with loyalty, enthusiasm, diligence and the highest standards of professionalism; • Pursue and encourage excellence in all areas of College life; • Positively promote the College both internally and externally at all times; • Adhere to College policies; including: Student Welfare, Child Protection, WHS, Staff code of Conduct, Acceptable use of IT, Copyright Regulations and other College policies; • Maintain confidentiality and discretion regarding all College related issues; • Exercise initiative and judgment in complex, confidential situations; • Ability to manage policy implementation, for example, as pertaining to the handing of personal information; • Follow instructions from supervisors, comply with requests & instructions from the Principal and the College Board.
<p>5. Personal & Professional development</p> <p><i>Demonstrated experience in and understanding of the need for continuing both personal and professional development.</i></p>	<ul style="list-style-type: none"> • Build and maintain industry relationships • Attend all compulsory professional development provided by the College and as required by the College with outside agencies; • Show commitment to continuous organisational improvement; • Demonstrate commitment to ongoing professional growth & learning and engage in own professional learning.
<p>6. Teamwork & Communication</p> <p><i>Demonstrated ability to contribute to a diverse team, or participate as an active member of a team, consistent with the philosophy and policies of the College.</i></p>	<ul style="list-style-type: none"> • Demonstrate reliability and effective communication; • Provide clear and timely communication with students, parents, and staff. • Model a willingness to work positively and collaboratively within a team; • Demonstrate highly effective communication and conflict resolution skills: • Establish and maintain effective communication networks: • Exhibit flexibility within the role to improve productivity, seeking and responding positively to feedback from peer, the Principal and the College Board; • Demonstrate the ability to work as part of a team as well as ability to work independently; • Treat others in a respectful and supportive manner at all times.

<p>7. Administration & Compliance</p> <p><i>Through the use of organisational processes, ensure that all administration and documentation requirements are initiated and completed in a professional and timely manner.</i></p>	<ul style="list-style-type: none"> • Maintain safe working practices at all times; • Comply with WH&S requirements (specifically Section 36 of the Workplace Health & Safety Act) to ensure a safe working environment; • Complete required College documentation within established timeframes; e.g. applications for leave, expense reimbursements, incident forms etc. • Demonstrate knowledge of risk management; ability to apply due diligence with regard to the reporting of hazards and incidents.
<p>8. Community Engagement</p> <p><i>Demonstrated commitment to the Mount St Benedict College Community as an integral part of all employment responsibilities and to willingness to enhance our culture and co-curricular programs.</i></p>	<ul style="list-style-type: none"> • Where appropriate opportunities present, become involved in the life of the College in order to promote community and contribute to objectives of the College, including attendance at staff meetings, leading prayer, working with students, becoming involved in school events. • Engage professionally with colleagues, parents/carers and the community. • Encourage and promote engagement with the wider community. • Ensure positive relationships with outside agencies are maintained by providing timely and efficient communication when required.
<p>9. Pastoral Care</p> <p><i>Demonstrated commitment to the Pastoral Care of all students at Mount St Benedict College and an understanding of the need for adherence to all College policies and procedures in relation to the Pastoral Care of all students.</i></p>	<ul style="list-style-type: none"> • Maintain confidentiality in all issues in relation to the College; • Demonstrate concern and care for colleague's and engage positively and respectfully with them; • Support and maintain discipline and pastoral structures and expectations within the College; • Administer First Aid on occasion, as required; (if the employee has a valid First Aid Certificate)

Given the dynamic environment in which the College operates, the Principal may alter the roles and responsibilities of this position at his discretion in order to most effectively serve the needs of the College.

I have read, understand and agree to undertake the responsibilities and requirements as detailed in this position description.

Name: _____

Signature: _____

Date: _____