



Accountant Position Description

Department:	Accountant
Responsible to:	Principal/CEO
Reports to:	Financial Controller

About Sheldon College

Committed to its basic philosophy of **Love, Laughter and Learning**, Sheldon College caters for children from 15 months of age through to Year 12. The College campus is located on 56 acres in a semi-rural setting on Taylor Road in Sheldon. The College was established in 1997 and is committed to providing a quality education for all students in a safe, secure learning environment which is characterised by high standards for both staff and students in the areas of dress and appearance, behaviour and individual scholarship and work habits.

About the Role

The Accountant will work closely with the Financial Controller to implement the financial plans, policies, objectives and

strategies determined for the effective management of the College's financial resources.

The position requires the exercising of significant and independent professional discernment based on relevant educational

qualifications, an advanced level of financial expertise and an approach which is meticulous in its attention to detail.

Duties and Responsibilities

The duties performed by the Accountant will include the following:

- Preparation of Monthly financial reports such as Income and Expenditure to Budget, Balance Sheet, Cash Flow statement, Capital Expenditure.
- Monthly financial analysis of Strategic Business Units.
- Preparation and lodgements of Australian Tax Office requirements such as but not limited to the monthly BAS return, annual FBT return and PAYG.
- Assist with the preparation of the monthly Board reports.
- Assist with the preparation of external audit materials and external financial reporting.
- Assist with the preparation of strategic financial models and projections.
- Annual budget preparation.
- Financial evaluation of potential business opportunities and projects.
- Preparation of all Statutory and Federal and State Government returns.
- Day to day accounting processes.



- End of Month process including journals and general ledger reconciliation.
- General Ledger Maintenance.
- Reconciliation and maintenance of the College Asset Register and depreciation schedule.
- Assist with Payroll, Superannuation and end of year PAYG Summaries.
- Calculation of salary sacrifice arrangements and associated FBT.

Selection Criteria

- Bachelor of Commerce or similar is required.
- CA or CPA qualification desirable.
- Advanced knowledge of Microsoft Excel.
- Excellent oral and written communication skills with experience of writing and presenting.
- TASS and MYOB experience desirable.
- Team player, keen to work with internal/external team members to develop outstanding results for the College.
- Experience of developing and managing budgets and business unit performance.
- Good personal and time management skills with the ability to prioritise workload in a busy and, at times, high pressure multi-faceted team environment.

Conditions of Employment

- **Remuneration:**
An attractive remuneration package will be negotiated with the successful applicant in consideration of their relevant industry qualifications, experience and expertise.
- **Leave:**
Sick leave, annual leave and long service leave conditions will be in accordance with the Sheldon College Corporate Staff Contractual Agreement.
- **Corporate Uniform:**
All employees are required to wear Corporate uniform.
- **Working with Children:**
The position is subject to the issue of a positive notice from the Commission for Children and Young People and Child Guardian (Blue Card).