



Position Description

Title:	Assistant Accountant
Employer:	CSV Ltd trading as Casey Grammar School, Balcombe Grammar School, and Clyde Grammar
Department:	Administration
Reports To:	Finance Manager / Executive Director Corporate Services
Tenure:	Permanent full-time appointment after the successful completion of a six-month qualifying period
Occupant:	
Location:	Position located at Casey Grammar School. However, please note that in the future you may be required to perform part or all of your work at other CSV locations
Commencement Date:	As soon as possible

Primary Accountabilities

The Assistant Accountant has a key role to play in the organisation at the operational level. Assisting the Finance and Administration team. The role is vital to the smooth and efficient running of the schools, Casey Grammar School, Balcombe Grammar School, and Clyde Grammar on a day-to-day basis.

Key Contacts

Internal:

Executive Director Corporate Services, Finance Manager, Principal(s), Leadership Teams, Teaching and Non-Teaching staff.

External:

Parents/Guardians/Carer's, suppliers, contractors, other Independent Schools, software providers.

Candidate Skills/Qualifications

The following qualifications and/or experience are required for the position:

- Tertiary Qualification (Degree or Diploma)
- High level of competency in various areas, including:
 - Finance
 - Communication
- Good understanding of accounting operations
- Proficient in MS Word, PowerPoint, Excel, and Outlook
- The right to work in Australia
- Hold a Working with Children Check
- First Aid
- Police Check

The following qualifications and/or experience are desirable for the position:

- Accounting experience
- Knowledge of Synergetic Software

CSV LTD

ABN 93 061 557 364

Balcombe Grammar School

389 Nepean Highway
Mount Martha, Victoria 3934
Ph. (03) 5970 1100
www.balcombegrammar.vic.edu.au

Casey Grammar School

3 New Holland Drive
Cranbourne East, Victoria 3977
Ph. (03) 5991 0800
www.caseygrammar.vic.edu.au

Clyde Grammar

110 Smiths Lane
Clyde North, Victoria 3978
Ph. (03) 8903 4500
www.clydegrammar.vic.edu.au

Personal Characteristics

The following interpersonal skills are required to be demonstrated and utilised:

- Well-developed oral and written communication skills
- Ability and capacity to work as part of a team
- Ability and capacity to work independently
- Internal / external customer focus
- Sound time management skills
- Professional conduct and presentation
- Ability to multi-task
- Highly organised and flexible
- Takes initiative and contributes to team success
- Willing to support across functions

Detailed Objectives

Finance:

- Assist the Finance team with preparation of annual operating budgets.
- Monitor actual performance against budget throughout the year, assisting departmental and faculty heads to manage expenditures effectively.
- Assist in maintaining Asset Register and associated policies/procedures.
- Assist with the annual external audit process and address matters raised in Audit Reports.
- Support the implementation and maintenance of internal control procedures.
- Ensure the accounting system is accurate, complete, and up to date.
- Assist in the preparation of monthly reconciliations.
- Reconcile General Ledger accounts and statements as required.
- Raise and process General Ledger and Debtor journals as required.

Debtors:

- Prepare invoices for school tuition fees, voluntary building fund contributions, and other applicable charges.
- Liaise with parents/guardians regarding payment arrangements, including the preparation of reminder letters and letters of demand.
- Manage and respond to parent/guardian fee-related enquiries.
- Handle fee queries, payment terms, and follow-up with problem debtors or the school's debt collection agency as necessary, in consultation with the Finance Manager/Executive Director Corporate Services.
- Assist with monthly reporting for school debtors and reconcile the debtor ledger to the General Ledger.
- Issue invoices for miscellaneous items and sundry debtors, coordinating with relevant staff to obtain necessary information.
- Assist in the Administration of Travel Conveyance and Camps, Sports and Excursions Fund (CSEF) with Government departments.
- Manage and process incoming funds, including cash, EFTPOS, and credit card payments.
- Conduct bank visits for cash deposits as required.

Accounts Payable:

- Support the invoicing process and provide guidance to staff regarding relevant processes, policies and procedures to ensure efficient invoice management.
- Assist with the establishment and maintenance of creditor/supplier accounts.
- Manage petty cash in accordance with school policy.
- Operate the Electronic Funds Transfer (EFT) system and arrange payments to creditors and accounts payable as directed.
- Support Trips/Special Events by setting up accounts, ensuring compliance with procedures, collecting monies, organising cash advances, and completing necessary documentation.
- Assist with managing cash advances.
- Perform credit card reconciliations.

Other:

- Perform other duties as required.
- Assistance with administrative matters related to first aid emergencies.
- Attend meetings as requested by the Finance Manager, Executive Director Corporate Services and/or Principal(s).
- Provide support for counter enquiries as necessary.
- Provide support relief at Reception when necessary.
- Assist the Finance Manager, Executive Director Corporate Services and/or Principal(s) as requested.
- Contribute to the planning, development, implementation, evaluation, and improvement of school-wide accounting practices, policies and procedures.
- Foster and maintain collaborative working relationships with staff to achieve effective accounting outcomes for the school.

Duty of Care

To maintain and promote the principles of Occupational Safety and Health within the workplace in accordance with policy including taking appropriate action in relation to identified hazards and risks to ensure the safety of self and others.

To maintain and promote the principles of the child safe standards under [Ministerial Order No. 1359](#).

CSV Ltd, Casey Grammar School, Balcombe Grammar School and Clyde Grammar is a Child Safe organisation and has zero tolerance for child abuse. It is a condition of employment that employees comply with various policies and procedures, including Child Safe policies. Failure to comply with these policies will result in disciplinary action.

General Conditions

Unless otherwise agreed, the terms and conditions of employment are those of the Award and NES.

Remuneration

Annual salary commensurate with expectations of the position, qualifications, and experience.

Annual Leave entitlement is 4 weeks per annum to be taken during school holiday periods and four Gratuities Days per annum.

Superannuation is as per the regulated statutory amount.

Hours of work: 5 days per week, Monday-Friday, 8:30am – 4:30pm with a 30-minute unpaid lunch break, unless varied to accommodate work practices or individual needs which have been agreed to with the Executive Director Corporate Services.

Salary packaging is available.