



# TRANBY COLLEGE

## Accountant

### COLLEGE PURPOSE

Tranby College is a progressive, co-educational Childcare to Year 12 school in Baldivis. Known for its personalised education and strong care of its students, the College has a commitment to innovative teaching and learning approaches.

To inspire young people to become extraordinary individuals we are challenged to provide/be:

- Inspirational Staff
- Inspirational Student Experiences
- An Inspirational Environment
- An Inspirational and Enduring Community

The framework for achieving our purpose is a whole person model which engages the mind, heart, body and spirit of our students, staff, community, and environment.

### THE ROLE

The Accountant provides assistance and support to the Business Manager with the financial, resource and business management of the College and associated entities in accordance with College policies, legislative requirements and within budgetary constraints.

Reports to: Business Manager

Key Liaisons: This role has formal and informal interactions with members of the Finance Team, Senior Leadership Team, teachers, support staff, students, and parents.

### KEY RESPONSIBILITIES

#### Strategic Implementation

- Support the College's Strategic Plan and actively lead others by modelling the College's Mission, Vision, and Values.

#### Financial

- Ensure the timely and accurate preparation of compliance and statutory returns for Australian and State Governments and statutory bodies for submission by the Business Manager. In particular: Financial Questionnaire, Annual Accountability Certificates, Census, Grants Accountability Certificates, SES data, State bi-annual Census, Student Address data, Australian Tax Office BAS Returns, PAYG Reconciliation and Monthly Salary Packaging reports;
- Preparation of monthly management reports for Board and Committee meetings;
- Identify and enact cost efficiencies and process improvement opportunities throughout the College;
- Oversee and monitor payment of accounts, payroll and the College's superannuation obligations;
- Review fortnightly payroll;

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- Oversee the preparation of annual invoicing of families for school fees;
- Oversee the finances of the College Childcare facility;
- Oversee the debt collection process, including liaison with parents and stakeholders;
- Assist the Business Manager with the preparation of Annual Budgets, cash flow forecasts and monitoring of performance;
- Monitoring accounting records and internal controls;
- Advising staff generally about complying with GST and FBT issues;
- Oversee and ensure accuracy of bank reconciliations;
- Coding of financial transactions to appropriate accounts;
- Ensure monthly reconciliations are performed for general ledger accounts;
- Preparation of monthly expenditure reports for Heads of School and Budget holders;
- Preparation of financial accounts as at year end for external audit including preparation of draft accounts;
- Preparation of annual audit documentation and management of the annual audit process;
- Process and monitor all insurance claims including Workers Compensation; and
- Control and management of the College's asset register, including random stock takes.

### **Finance Team**

- Ensure financial and administrative functions are performed in an efficient and timely manner by managing workloads, monitoring, and developing work systems, determining priorities, developing and implementing policies and guidelines; and
- Management of ancillary operations including Canteen and Uniform Shop in conjunction with the Business Manager to ensure financial and customer outcomes in accordance with the College Board.

### **Other**

- Ensure an effective, efficient and cooperative interface between administrative staff and teaching staff and between administrative staff and the College community and members of the public;
- In conjunction with the Business Manager, process and monitor all insurance claims including Workers Compensation; and
- Additional duties as directed by the Business Manager, or Principal.

### **Essential:**

- Professional accounting designation (CA/CPA).
- Hold or be able to obtain a current Working with Children Check.
- Hold the right to work in Australia.
- Strong knowledge of general finance, budgeting, systems, and process.
- Excellent communication skills both verbal and written.
- Excellent computer literacy, with experience in accounting software, Office, and other relevant software.

- Ability to organise priorities to meet deadlines.
- Strong attention to detail and accuracy.
- Ability to work in a team and independently.

### **To thrive in this role, you will possess the following:**

- You have a strong, professional work ethic and maintain professional development in line with your qualification requirements at a minimum.
- You are able to communicate the financial progress and health of the business department managers and other relevant stakeholders.
- You possess all-round technical accounting and commercial skills which will support the management and growth of the business.
- You are responsible for and take pride in the quality and accuracy of the work which you and your team produce.
- You thrive at collaborating, implementing new initiatives and bringing efficiency to systems.
- You are actively maintaining, optimising, and reporting on the internal systems supporting the College's business processes while remaining responsible for day-to-day accounting.
- Be supportive of the ethos and values of the Uniting Church tradition of the College.
- Be supportive of and contribute to the College community.

### **EXPRESSIONS OF INTEREST**

Please forward your expression of interest (one-page cover letter addressed to Emily Goforth, Principal, a two-page statement addressing the role, a curriculum vitae, and the details of three references, one of which is your current employer) to [careers@tranby.wa.edu.au](mailto:careers@tranby.wa.edu.au).

For confidential information and inquiries about the role, please call Clare Riley, Business Manager, on 08 9524 2424.

**Applications close:** 9am Monday 15<sup>th</sup> April 2024, however we reserve the right to commence the recruitment process immediately and appoint prior to the closing date.