

SCHOOL MANAGEMENT ACCOUNTANT

POSITION
DESCRIPTION



Reporting to:	Finance Manager
Status:	Ongoing
Employment:	Full Time (5 weeks paid annual leave)
Salary:	Level 5

Position Context

Hume Anglican Grammar is an independent, multi-campus, co-educational and Anglican Diocesan School offering education from Prep to Year 12 in the Northern growth corridor of Melbourne. We aim to provide our students with an education that prepares them for the challenges of life, equips them to contribute to the community in an environment based on Christian values and at a cost affordable to as many families as possible. It is our fundamental belief that young people who are genuinely happy will engage, aspire and thrive within our learning community. By establishing high standards in all that we do, every student is encouraged and supported to discover and fulfil their unique potential.

Hume Anglican Grammar has an open enrolment policy so educates children from many faiths and with a diverse range of backgrounds and abilities. It has a strong sense of inclusivity and a community-minded focus. We are a progressive school, not just in the development of buildings and grounds, but also in innovative thinking and advancements in our approach to teaching and learning. This is led by a group of dedicated and expert teachers who practise their craft with skill, and by building the strongest of relationships with our students. It is not by chance that we have young people who readily display warmth, humour and respect for one another and their teachers.

Since 2011, the School has occupied the Mt Ridley P-12 campus of 10 hectares, this site will ultimately have some 1,400 students. In 2019, it opened an 8-hectare second campus in Donnybrook. Commencing with junior primary, each year additional classes and year levels are added so the campus will ultimately have an enrolment of 1,600 from Prep to Year 12. At Donnybrook, the first cohort of Year 7 have commenced, so inaugural secondary students.

In 2023, the School opened its third campus in Kalkallo, as a Primary (P-6) school and as feeder to the Mt Ridley and Donnybrook Secondary schools, it will follow a similar growth pattern to Donnybrook with eventually some 600 students.

This year, the school has 2,287 students and employs some 240 staff - 163 teaching and 77 non-teaching. Currently, the student enrolment at each campus is: Mt Ridley 1,400, Donnybrook 672 & Kalkallo 215.

The school is on a growth trajectory and in 2024 is projected to increase to 2,573 students (Mt Ridley 1,400, Donnybrook 840 & Kalkallo 305) and ultimately have some 3,600 students (Mt Ridley 1,400, Donnybrook 1,600 and Kalkallo 600) with a corresponding cohort of teaching and general staff on its three campuses with plans for further expansion.

Purpose of the Position

The primary purpose of this position is to provide financial information and analysis to assist School Management and Governance make informed business decisions. This role involves analysing financial data, preparing monthly management reports, developing and monitoring budgets, and providing assistance in ad-hoc financial projects as required.

The School Management Accountant is a part of the Administration Staff and is responsible for providing accurate and timely financial information to help plan and monitor School operations. They work closely with other departments to ensure that financial decisions are aligned with the overall goals of the organisation.

The School Management Accountant operates in collaboration with the Assistant Finance Manager and reports to the Finance Manager. As a member of the General Staff they ultimately report to the Business Manager.

Responsibilities and Duties

The School Management Accountant prepares and analyses key financial information to add value and assist decision-making.

Roles and responsibilities will include:

- Developing, preparing and analysing monthly Management reports including cash flow and profit & loss statements, and balance sheet for review and submission to Finance Committee
 - Comparing actual monthly financial results to budgeted results to identify areas where performance has deviated from expectations
 - Provide accurate and timely financial information, analysis, and reporting to senior management
 - Manage the school's annual budget process, including analysis, benchmarking and working closely with key stakeholders
 - Work closely with department heads and other key stakeholders to develop and monitor financial plans and forecasts, ensuring that they are aligned with the school's strategic objectives
 - Assist in developing and implementing financial policies and procedures to ensure compliance with relevant regulations and best practices
 - Provide guidance and support to department heads and stakeholders on financial matters, including budgeting, forecasting, and financial analysis
 - Analyse financial data to identify trends and opportunities for improvement, and make recommendations to senior management on areas for action
 - Participate in ad-hoc financial projects as required.
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Qualifications, Skills and Experience:

Essential

- Post school qualifications in a finance-related field
- Experience working with a general ledger system and proven knowledge of accounting and bookkeeping concepts
- Excellent analytical skills with experience researching and analysing financial data, statements and reports and developing strategies and options to address issues.
- A sound level of technological literacy in a business environment including but not limited to the Microsoft Office Suite
- Advanced knowledge of Microsoft Excel
- Support for the educational culture and Christian/Anglican ethos of the School.
- Current Working with Children Check

Desirable

- Experience using Synergetic Management Systems
 - Exposure to the practical application of the Australian Privacy Principles (APPs)
 - Experience in an education setting
 - Involvement in professional communities
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Personal Qualities

Essential

- Personal sense of initiative, enthusiasm and high energy
- Excellent communication and interpersonal skills to build relationships with key stakeholders
- Excellent organisational skills, planning capabilities, and the ability to balance the demands of competing projects
- Good investigative, problem-solving and analytical skills

- Self-disciplined and the ability to work autonomously
- A resourceful team member who is able to operate in a collaborative and inclusive manner
- High standards and striving to improve their own practice and to make efficiencies in the school setting, and the ability to receive and respond to constructive feedback
- Commitment to professional learning and continuous improvement
- The highest level of loyalty and discretion, and the capacity to maintain the strictest levels of confidentiality
- Intuitive and proactive approach to the facilitation of and improvements to the School's payroll and accounting processes

Desirable

- Demonstrated interest in ongoing personal professional development
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Key Selection Criteria

1. Experience working with a general ledger system and proven knowledge of accounting and bookkeeping concepts
2. Excellent organisational skills, planning capabilities, and the ability to balance the demands of competing projects
3. Excellent analytical skills with experience researching and analysing financial data and preparing management reports.

Date: