



## Position Details

REPORT TO:	ELC Executive Director
FTE:	0.6 (22.5 hours per week over 3 or 4 days as negotiated)
CLASSIFICATION LEVEL:	Grade 4

## Job Specification

Adelaide Christian Schools (ACS) is a community of schools, both nationally and internationally. These schools provide an education of academic excellence consistent with the teachings of the Bible, to children of many Christian denominations. They teach and train students in all aspects of life in such a way that God is seen as the centre of everything. They are an extension of the home and help parents fulfil the God-given mandate to bring up their children in His ways.

The primary corporate service functions of ACS are based at the Kings Park office for Sunrise schools, international schools, and ELCs.

The Assistant Accountant position is based at the Kings Park Corporate Service Office and is accountable to the ELC Accountant.

## Position Overview

<b>Position Summary</b>	<p>The Assistant Accountant is an important member of a supportive and collaborative finance team and is responsible for a select number of finance duties, contributing to the delivery of effective and efficient financial services across Adelaide Christian Schools Early Learning Centres, trading as Sunrise Christian Schools Early Learning Centres (ELC's)</p> <p>The Assistant Accountant is responsible for providing a range of finance functions and operational support services to the ELC Accountant in the following key areas:</p> <ul style="list-style-type: none"><li>• Supporting end-of-month financial processing and reporting</li><li>• Assist with a range of finance, administration and operational support duties</li></ul>
-------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------



# Job & Person Specification: Assistant Accountant

	<ul style="list-style-type: none"><li>• Contributing to the smooth and efficient operation of the finance function across the ELC network</li><li>• Providing back up support to the ELC Accountant and developing broader accounting capability over time</li></ul>
<b>Reporting / Working Relationships</b>	<p>The Assistant Accountant is accountable to and under the direction of the ELC Executive Director or delegate, takes instruction from the ELC Accountant and works closely with members of the Finance team, the Corporate Services team and ELC Directors.</p> <p>The Assistant Accountant should maintain and foster positive relationships with all staff.</p>
<b>Special Conditions</b>	Some out of hours work may be required

## Key Responsibilities

<b>KEY RESPONSIBILITIES</b>	<b>RELATED TASKS</b>
<b>Finance &amp; Accounting</b>	<p>End of month financial processes</p> <ul style="list-style-type: none"><li>• Play an active role in supporting month-end financial processes and reporting activities, for multiple ELC locations.</li><li>• Assist with the preparation and processing of month-end journals and reconciliations.</li><li>• Prepare internal invoices and support financial transactions across ACS entities.</li><li>• Process PAYG withholding and Superannuation payments.</li><li>• Contribute to forecasting, budgeting support, and financial analysis activities.</li><li>• BAS preparation and other organisational compliance requirements.</li><li>• Prepare weekly KPI reports to support informed decision-making across centres.</li></ul>



# Job & Person Specification: Assistant Accountant

	<ul style="list-style-type: none"> <li>Gain valuable exposure to higher-level accounting responsibilities by providing support and backup to the Accountant role when required.</li> </ul>
<b>Administration &amp; Team Collaboration</b>	<ul style="list-style-type: none"> <li>Assist with a variety of finance and office administration tasks in a collaborative environment.</li> <li>Contribute ideas and support continuous improvement within finance processes and systems.</li> </ul>

## Person Specification

### Essential Minimum Requirements

<b>Qualifications</b>	Cert IV or Diploma in Accounting or similar discipline
<b>Compliance</b>	<p>The following mandatory training and certifications are required:</p> <ul style="list-style-type: none"> <li>A current satisfactory WWCC (Working with children check) will be required at commencement of employment.</li> <li>Current Responding to Risks of Harm, Abuse &amp; Neglect in Education &amp; Care (RRHAN-EC) training.</li> <li>Proof of completion of National Child Safety Training in accordance with ACECQA guidelines or a willingness to complete within 14 days of commencement.</li> <li>A recent National Police Clearance Check.</li> <li>Sexual Harassment Awareness Training.</li> <li>Protective Practices Training.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>A minimum of 2 years equivalent workplace experience in an accounting related role.</li> <li>Proven experience in completing administrative tasks with a high degree of accuracy to a high standard.</li> <li>Experience in working as part of a team.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Knowledge of financial and administration systems and processes</li> </ul>



# Job & Person Specification: Assistant Accountant

	<ul style="list-style-type: none"> <li>• Sound knowledge of accounting principles and processes</li> <li>• Sound knowledge of general administrative functions</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Strong written and verbal communication skills with the ability to engage professionally with a range of stakeholders.</li> <li>• The ability to work as a member of a team in a manner that fosters the support and co-operation of team members.</li> <li>• The ability to complete variable workloads to a high standard and to imposed deadlines.</li> <li>• High level of proficiency and application in the use of Word and Excel.</li> <li>• Ability to work autonomously once tasks are delegated.</li> <li>• Ability to prioritise, demonstrate initiative and take a proactive and flexible approach to tasks.</li> <li>• The ability to work with all levels of staff and management.</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• An ongoing commitment to the Lord Jesus Christ as Lord and Saviour, consistent with the Biblical standards of Adelaide Christian Centre.</li> <li>• A mature faith and active involvement in a local church.</li> <li>• A proven lifestyle founded on Biblical Christian principles.</li> <li>• A life that demonstrates the indwelling of the Holy Spirit.</li> <li>• A willingness to affirm the foundation statements and principles promulgated by the School and ACS.</li> <li>• A Christian with a strong commitment to Christian Education and a determination to serve God in a Christian school community.</li> </ul>

## Desirable Characteristics

<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Degree in Accounting or similar discipline</li> </ul>
-----------------------	------------------------------------------------------------------------------------------------



# Job & Person Specification: Assistant Accountant

<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Previous experience in a similar accounting role of a school or a not-for-profit organisation would be an advantage.</li><li>• Experience in the use of Xero accounting software would be beneficial.</li><li>• Experience in preparation of accounting reports.</li></ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Knowledge of the financial operation of an Early Learning Centre would be an advantage.</li></ul>

The requirements of this job & person specification are intended to describe the general nature and responsibility of work in this job. These statements are not to be construed as an exhaustive list of all duties, tasks and skills required of the job. This job & person specification should be read in conjunction with the employee's current Employment Agreement and the Enterprise Agreement. Employees will also be required to follow any other job-related instructions and school policies, and to perform other job-related duties requested by their Manager. The ELC Executive Director may, through consultation with the employee, vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

Authorised by: \_\_\_\_\_ Date \_\_\_\_\_  
Executive Director Sunrise Christian School ELC

Accepted by: \_\_\_\_\_ Date \_\_\_\_\_  
Applicant