



ST EDMUND'S COLLEGE
CANBERRA · EST 1954



EDMUND RICE EDUCATION
AUSTRALIA

St Edmund's College Canberra is a Catholic school in the Edmund Rice tradition, educating boys from Years 4 – 12. It is an inclusive educational community, with a broad offering across academic and co-curricular areas.

Applications are sought from suitably qualified and experienced candidates for the position of:

Assistant Accountant (Temporary)

Commencing June 2022 until 4 November 2022. Applications are invited from suitably qualified people for the position of Assistant Accountant. Please see the Role Statement below for information regarding this role. This is a fixed contract full-time position

To be appointed to this position the applicant will a current Working with Vulnerable People (WwVP) card.

All staff at St Edmund's College Canberra support and work to advance the Values, Vision and Mission of the College as a Catholic school in the Edmund Rice tradition.

Visit the College website at [Employment Requirements](#) to obtain all of the Application Information. Contact Ms Rachel Lemon via employment@stedmunds.act.edu.au if you have further questions.

Applications close: Monday 6 June 2022 at 5pm, addressed to:

The Principal
St Edmund's College Canberra
110 Canberra Avenue GRIFFITH ACT 2603
Or email to employment@stedmunds.act.edu.au



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Role Description: Assistant Accountant

GENERAL

The Assistant Accountant reports to the Finance Manager and works as part of a small team in our busy finance area. This is a temporary full time role, commencing in June 2022 and finishing on 4 November 2022. The Assistant Accountant will assist the College Finance Manager with the financial management of the College and will have primary responsibility for the management of debtors. This is a varied role however there will be a lot of interaction with families regarding fees so the Assistant Accountant must be a very strong communicator.

RELATIONSHIPS

- Finance Manager and Finance Team
- Principal
- Director of Business Services
- College Staff
- Parents and carers

DUTIES

Fees and Debtor Management

- Prepare and distribute fee statements to College families each term.
- Reconcile fee statements generated to the number of students enrolled at the College.
- Ensure direct debits are made in accordance with family agreements.
- Respond to all fee related queries from families.
- Prepare monthly debt reports for the Finance Manager and Director of Business Services.
- Manage the debt collection process, liaising with the Finance Manager regarding more complex issues.
- Review fee concession applications and prepare recommendations for review by the Concession Committee.

Financial Management

- Prepare daily bank reconciliations.
- Assist the Finance Manager with the preparation of monthly financial reports and associated general ledger reconciliations.
- Prepare monthly faculty expenditure reports.
- Reconcile long service leave balances.

Other

- Provide occasional backup support to staff working within the Services Hub including answering telephone and face to face queries and providing first aid to students.
- Provide other assistance to the Finance Manager as required.

ROLE REQUIREMENTS

Essential

- Excellent written and verbal communication skills.
- 3 years experience with debt collection, including the ability to negotiate alternative payment terms.
- Strong technical accounting skills.
- Excellent ICT skills, including proficiency using a range of software applications such as the Microsoft Office suite and accounting software.
- Excellent attention to detail.
- Committed to supporting the mission of the College and the ethos of Catholic Education in the Edmund Rice tradition.

Desirable

- Tertiary accounting qualifications.
- Experience working in the education sector.

CONDITIONS

- The successful candidate will be employed under the Support Staff (Daramalan, Marist College Canberra, St Edmund's College, Canberra) Enterprise Agreement 2019-2023 (the Agreement), and subsequent Agreements.
- Must maintain a current Working with Vulnerable People registration.
- Must hold or be willing to obtain 'Provide First Aid' qualification.
- Full time, temporary contract ending on 4 November 2022.
- Salary circa \$85,000 - \$90,000 plus superannation depending on experience.