

POSITION DESCRIPTION

25 August 2021

POSITION TITLE	Accounts Officer – Accounts Payable and Payroll	
REPORTS TO	Chief Financial Officer	
MAIN PEOPLE INTERACTIONS	INTERNAL Accounts Team Leadership Team Administrative Support Officers Other AISWA employees	EXTERNAL School Staff Providers/Suppliers Funding Agencies
POSITION PURPOSE	Provide effective, efficient support within a small accounts team that supports AISWA operational services and ensures smooth and timely management of AISWA's day-to-day accounts administration processes.	
PURPOSE, VALUES, AND STATEMENT OF INTENT	<p>PURPOSE</p> Supporting and serving our Independent Schools and their communities to be the best they can be. <p>VALUES</p> <ul style="list-style-type: none"> • Service • Stewardship • Equity <p>STATEMENT OF INTENT</p> The provision of professional services and advice to promote excellence in Independent Schools, through: <ul style="list-style-type: none"> • Effective representation and advocacy for the Independent School sector; • Promoting the independence of schools and protect their autonomy in ways that contribute to the diversity of educational options for students; • Maintaining strong relationships with the other education sectors and other education stakeholders; • Supporting schools in their mission through fostering sound leadership and good governance; and • Building partnerships between schools. 	
EXPECTED BEHAVIOURS AND ATTITUDES	<ol style="list-style-type: none"> 1. Actively support AISWA's Purpose and Statement of Intent; 2. Comply with AISWA's values; 3. Comply with all Policies, Procedures and Codes; 4. Comply with all Health and Safety laws and AISWA procedures and actively contribute to maintaining a safe, healthy and hazard-free environment; and 5. Demonstrate: <ul style="list-style-type: none"> • energy, enthusiasm and drive; • self-awareness and consideration; • an ability to maintain confidentiality; • honesty and an outstanding work ethic; • loyalty to the role, people and AISWA; • commitment to continuous improvement; • a positive and proactive attitude; and • respect for self and others. 	

KEY POSITION RESPONSIBILITIES	TASK FOCUS AREAS
<p>Provide Effective and Efficient Finance and Accounts Payable Support</p>	<ul style="list-style-type: none"> • Ensure that finances of accounts payable and payroll are managed according to appropriate standards and individual service/program contract compliance requirements. • Oversee accounting duties including general journals, banking, end of Month/Quarter/Financial Year processes. • Management of Accounts Payable function, working within Expense Manager to ensure invoices have been processed and coded correctly (with approvals), before being loaded into MYOB EXO. • Uploading purchase invoice information, checking and processing for payment via internet banking. Work with Consultants, Manager, Finance and Admin staff to correctly allocate costs and support users. • Oversee credit card and bank reconciliations. • Prepare monthly payroll and ensure statutory payments of PAYG and superannuation are made in a timely manner. • Prepare PAYG withholding, superannuation and Workcover reporting, including reconciliations, calculations, and payments as per compliance requirements. • Assist with and monitor organisational and program budgets in consultation with the Executive Director and Chief Financial Officer. • Together with the CFO assist to facilitate the financial audits and grant acquittals for the organisation as required.
<p>Software Specific Requirements</p>	<ul style="list-style-type: none"> • Microsoft Office Suite- Outlook Email, Word, Excel, Teams. • MYOB EXO • Employment Hero (HR / Payroll Platforms) • Expense Manager
<p>Essential Qualifications</p>	<ul style="list-style-type: none"> • Relevant qualifications in Business with a focus in accounting or finance. • Candidate should have a minimum Cert IV in accounting or equivalent. • Candidates with Diploma or Degree will be highly regarded.
<p>Skills and Qualifications Required</p>	<ul style="list-style-type: none"> • Extensive experience in accounting to trial balance, and financial management. • In-depth knowledge of relevant software such as MS Office suite, MYOB EXO, and Expense Manager. • Experience with payroll and HR practices and procedures. • Demonstrated experience in office administrative practices and procedures, inclusive of problem solving and adaptability. • Demonstrated ability to contribute to a team in a professional and collaborative manner. • Demonstrated high level of communication and interpersonal skills and liaising and consulting with internal and external stakeholders. • Demonstrated high level of confidentiality, tact, discretion, and initiative. • Excellent organisational skills including the ability to determine priorities, attention to detail and meet regular deadlines. • Current National Police Clearance.



Employment Information Collection Notice

1. In applying for this position, you will be providing AISWA with personal information. We can be contacted at PO Box 1817, Osborne Park DC WA 6916 or at 3/41 Walters Drive OSBORNE PARK WA 6017, by email at admin@ais.wa.edu.au or by phoning (08) 9441 1600.
2. If you provide us with personal information, for example, your legal name and address or information contained on your resume, we will collect the information in order to assess your application for employment. We may keep this information on file for a period of up to 60 days if your application is unsuccessful in case another position becomes available unless you advise us otherwise.
3. AISWA's Privacy Policy contains details of how you may complain about a breach of the Australian Privacy Principles (APP) or how you may seek access to personal information collected about you. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others. The AISWA Privacy Policy can be viewed via: <http://www.ais.wa.edu.au/scripts/privacy.cfm>
4. We will not disclose this information to a third party without your written consent.
5. We are required to collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under Child Protection laws. We may also collect personal information about you in accordance with these laws.
6. AISWA may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.
7. If you provide us with the personal information of others, such as your Referees, we encourage you to inform them that you are disclosing that information to AISWA and why, that they can access that information if they wish, and that AISWA does not usually disclose the information to third parties.