



POSITION DESCRIPTION - ACCOUNTANT

Helena College is a non-religious, independent, co-educational school catering for students from Kindergarten to Year 12 in the Perth Hills, just 25 kms from Perth City.

Across two campuses in Darlington and Glen Forrest, we provide a balanced education, developing the whole child through the inquiry-led learning programme, in the primary and middle school years, and prepare students for ATAR and general pathways in Years 10 to 12.

We believe educating students extends beyond the classroom. We provide a holistic learning program which includes Outdoor Education, camps, sports, arts, clubs and community projects, for students to develop the key cognitive, social and emotional skills they need to flourish and be active members of our broader community.

Working at Helena College means you become part of a collaborative community with a commitment to core values and close working relationships between students, staff and families. We also have a demonstrated commitment to teacher and staff professional development.

Role Description

Status	Ongoing full-time position worked over 48 weeks per year with 4 weeks annual leave taken during non-term periods
Employment Conditions	In accordance with: Educational Services (General) Award 2020 Helena College Council (Inc) Collective Agreement 2022 as varied and replaced from time to time
Salary Rate	Level 5 Administrative Officer classification under the Agreement
Effective Date	To be determined
Reporting to	Business Manager
Direct Reports	Payroll and Finance Officer

The Accountant, under the direction of the Business Manager, is responsible for the oversight of the College finance function, including payroll compliance, reconciliations, statutory compliance obligations, financial reporting and financial control processes.

The Accountant provides accounting oversight and technical financial support to ensure the integrity, accuracy and compliance of the College's financial operations.



The role supports the Business Manager through monitoring of financial controls, review of payroll and reconciliation processes, preparation of financial reporting information and continuous improvement of finance systems and procedures.

The Accountant supervises the Payroll & Finance Officer and works collaboratively with the Business Manager to support effective financial governance, operational sustainability and compliance across the College.

The position will be 37.5 hours per week worked across 48 weeks per annum with 4 weeks annual leave.

Duties and responsibilities

Key Responsibilities

Financial Reporting and Compliance

- Prepare and review balance sheet reconciliations and supporting documentation
- Monitor bank reconciliation processes and identify discrepancies or anomalies requiring investigation
- Prepare BAS returns and related compliance reporting
- Assist with preparation of financial reports, budget reporting and supporting analysis
- Assist with audit preparation, audit schedules and auditor requests
- Maintain accurate financial records and supporting documentation
- Monitor compliance with payroll, taxation and superannuation obligations
- Assist with cash flow monitoring and financial reporting requirements
- Support maintenance of financial procedures and internal control processes

Payroll and Superannuation Oversight

- Review fortnightly payroll processing and supporting documentation
- Monitor payroll reconciliation processes and compliance obligations
- Review superannuation processing and reconciliation activities
- Monitor payroll configuration and system integrity
- Support compliance with Awards, enterprise agreements and statutory payroll obligations
- Assist with payroll reporting and end-of-year processing requirements
- Identify and escalate payroll or compliance issues requiring corrective action

Operational Financial Oversight

- Supervise and support the Payroll & Finance Officer
 - Review creditor payment batches and banking documentation
 - Monitor accounts payable and receivable processes
 - Support finance system administration and process improvements
 - Assist with development and documentation of finance procedures
 - Support implementation and monitoring of internal financial controls
 - Provide operational finance support and advice to the Business Manager as required
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General Responsibilities

Staff are required to:

- Promote the College Vision, Mission and Values
- Provide exemplary professional behaviour
- Develop and maintain positive working relationships with staff, students and families
- Maintain confidentiality in relation to payroll, finance and staff information
- Comply with the College's Health & Safety policies and procedures
- Attend and participate in meetings and professional learning as required
- Work collaboratively as part of the College administration team

Safeguarding Children and Young People

Helena College takes child protection seriously, and as an employee of the College, you are required to meet the behaviour standards outlined in our Child Safe Programme and the Staff Code of Conduct, as updated from time to time.

Therefore, as part of your duties and responsibilities, you are also required to:

- Provide a welcoming and safe environment for children and young people
- Promote the safety and wellbeing of children and young people to whom we provide services
- Ensure that your interactions with children and young people are positive and safe
- Provide adequate care and supervision of children and young people in your charge
- Act as a positive role model for children and young people
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- Maintain a valid Working with Children Check
- Report to management any criminal charges or convictions received during the course of employment that may indicate a possible risk to children and young people
- Participate in professional learning covering the Staff Code of Conduct and College policies and procedures

Selection Criteria

Essential

- Tertiary qualification in Accounting
- CPA / CA qualification or working towards professional accounting accreditation
- Demonstrated experience in accounting, payroll and financial administration within a complex organisation
- Experience preparing and reviewing reconciliations, payroll reporting and compliance processes
- Strong understanding of payroll, superannuation and statutory compliance obligations
- Demonstrated analytical and problem-solving skills with high attention to detail
- High level proficiency in accounting software, spreadsheets and financial systems
- Strong organisational and time management skills with the ability to manage competing priorities and deadlines
- Well-developed written and verbal communication skills
- Demonstrated ability to supervise and support staff within a finance environment



- Commitment to child safety and professional conduct
- Current Working with Children Check and National Police Clearance

Desirable

- Experience working in an independent school or education environment
- Experience using TASS or similar school administration and finance systems
- Experience with audit preparation and financial reporting processes
- Knowledge of Awards, enterprise agreements and payroll compliance requirements
- Experience working in Apple operating environments

Helena College

The College

- Is an equal opportunity employer
 - Complies with the requirements of the Privacy Act
 - Has a strong commitment to WHS
 - Will not tolerate harassment of any kind
 - Has a no smoking policy
 - Expects a high standard of dress
 - Requires all staff to act in accordance with school policies and the Staff Code of Conduct.
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