



## POSITION DESCRIPTION

<b>POSITION TITLE</b>	<b>Assistant Accountant</b>	
<b>REPORTS TO</b>	<b>Financial Controller</b>	
<b>MAIN PEOPLE INTERACTIONS</b>	<b>INTERNAL</b> Director Corporate Services Financial Controller Executive Leadership Team Senior Leadership Team Consultant, School Business Management Executive Officer CGA Other Staff	<b>EXTERNAL</b> ATO/Bankers External Auditors Member Schools State and Federal Government Departments Funding providers Professional associations Partner organisations
<b>POSITION PURPOSE</b>	The Assistant Accountant provides operational financial support to the finance team, contributing to the accurate processing, recording, and reporting of financial transactions across AISWA, CGA, and Strata. This role supports the delivery of high-quality financial administration — including accounts payable and receivable, bank reconciliations, payroll assistance, and grant record-keeping — while developing skills and knowledge in accounting and financial management.	
<b>PURPOSE, VALUES AND BEHAVIOURS</b>	<p><b>PURPOSE</b> To lead, serve and advocate for the WA Independent Schools sector.</p> <p><b>OUR VALUES</b></p> <ul style="list-style-type: none"> <li>• Integrity</li> <li>• Service</li> <li>• Equity</li> <li>• Stewardship</li> </ul> <p><b>Integrity – We build trust through honesty and integrity</b> As a member organisation we are committed to honesty, truthfulness and acting in a way that builds trust with our stakeholders.</p> <p><b>Service – We actively listen, lead, and support our sector</b> We deliver a positive and sustainable service to our members. We are responsive, we listen and lead our sector by offering the best evidence-based programs and services.</p> <p><b>Equity – We celebrate choice and diversity</b> We encourage a workplace that celebrates and provides equal opportunities for all employees. This equity extends to our members where we advocate for our schools that provide diversity and choice in education for the Western Australian community.</p> <p><b>Stewardship – We responsibly and ethically manage resources entrusted in our care</b> We promote the importance of independent education through strong stewardship and highlight that it contributes to a diverse choice in education. We seek new opportunities to advocate, deliver new solutions and programs that strengthen independent schools in Western Australia.</p> <p><b>EXPECTED BEHAVIORS AND ATTITUDES:</b></p> <ul style="list-style-type: none"> <li>• Actively support AISWA’s purpose</li> <li>• Comply with AISWA’s values, policies, procedures, and codes</li> <li>• Adhere to all health and safety laws and contribute to a safe and healthy workplace</li> </ul>	

KEY POSITION RESPONSIBILITIES	TASK FOCUS AREAS
<b>Financial Processing &amp; Administration</b>	<ul style="list-style-type: none"> <li>• Process accounts payable and receivable transactions accurately and in a timely manner.</li> <li>• Perform regular bank reconciliations.</li> <li>• Maintain the general ledger, including preparation of journal entries and account reconciliations.</li> <li>• Process staff expense claims and credit card reconciliations.</li> <li>• Assist with payroll processing, including data entry, leave accruals, and reconciliation.</li> <li>• Maintain accurate financial records and filing systems.</li> </ul>
<b>Financial Reporting Support</b>	<ul style="list-style-type: none"> <li>• Assist in the preparation of monthly financial reports, variance analysis, and commentary.</li> <li>• Support BAS preparation and lodgement for all entities.</li> <li>• Assist with end-of-year financial reporting and external audit preparation.</li> <li>• Support budgeting and reforecasting activities as directed by the Financial Controller.</li> </ul>
<b>Grant Administration Support</b>	<ul style="list-style-type: none"> <li>• Assist with the preparation of grant financial acquittals, reconciliations, and supporting documentation.</li> <li>• Maintain accurate records of grant expenditure and fund utilisation.</li> <li>• Support grant owners with financial data and reporting requirements under direction from the Finance Business Partner.</li> <li>• Monitor and track grant expenditure against budgets as directed.</li> </ul>
<b>Financial Reporting Support</b>	<ul style="list-style-type: none"> <li>• Support the preparation of monthly financial reports, variance analysis, and commentary.</li> <li>• Support BAS preparation and lodgement for all entities.</li> <li>• Assist with end-of-year financial reporting and external audit preparation.</li> <li>• Support budgeting and reforecasting activities as directed by the Financial Controller.</li> </ul>
<b>Controls, Governance &amp; Process Improvement</b>	<ul style="list-style-type: none"> <li>• Adhere to financial policies, grant conditions, and regulatory requirements.</li> <li>• Identify and escalate discrepancies or irregularities in financial data in a timely manner.</li> <li>• Contribute to improvements in financial processes and administrative workflows.</li> <li>• Support the implementation and maintenance of financial systems, including ERP platforms.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Perform other duties as assigned by the Director, Corporate Services and Financial Controller.</li> </ul>
<b>Position Selection Criteria</b>	<ul style="list-style-type: none"> <li>• Minimum of 2-3 years' experience in an accounting or finance support role.</li> <li>• Sound knowledge of Australian Accounting Standards (AAS) and basic taxation principles.</li> <li>• Strong attention to detail and accuracy in data entry and financial processing.</li> <li>• Intermediate to advanced Microsoft Excel skills.</li> <li>• Proficient in Microsoft Word, PowerPoint, and Outlook.</li> </ul>

	<ul style="list-style-type: none"><li>• Demonstrated experience using ERP systems, with exposure to Microsoft Business Central preferred.</li><li>• Demonstrated ability to work collaboratively and contribute positively within a team environment.</li></ul>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Bachelor's degree in business, economics or accounting.</li><li>• Working towards or recently completed CA or CPA qualification.</li></ul>