

## Job Description

<b>Title:</b>	Assistant Accountant
<b>Reports to:</b>	Accountant
<b>Working Relationships</b>	Internal: <ul style="list-style-type: none"> <li>• HR Manager</li> <li>• Accounts Officer</li> </ul>
<b>Current FTE:</b>	0.6
<b>Work days/hours:</b>	7.5hrs/day – Monday, Tuesday and Wednesday 8:00am to 4:00 pm with half hour unpaid lunch break
<b>Job Summary</b>	
The Assistant Accountant will provide support to the Accountant and wider finance team as well as the HR Manager with payroll administration and general accounting duties.	
<b>Qualifications / Work Experience</b>	
<ul style="list-style-type: none"> <li>• Relevant Accounting qualification</li> <li>• Relevant experience as an Accountant and with Payroll</li> <li>• Desirable: Experience with TASS or other school based software programs</li> <li>• A commitment to child safety and a Working with Children Check</li> <li>• Valid Australian work rights to apply for this position</li> </ul>	
<b>Personal Specifications / Essential Skills</b>	
<ul style="list-style-type: none"> <li>• Willingness to uphold and live the Mission, Vision and Values of Mandurah Baptist College</li> <li>• Knowledge of general payroll practices, procedures and operations</li> <li>• Deadline focused and organised</li> <li>• Meticulous attention to detail and accuracy</li> <li>• Ability to investigate issues and find solutions</li> <li>• Honesty and integrity</li> <li>• Ability to maintain absolute confidentiality</li> <li>• Excellent written and verbal communication skills</li> <li>• Ability to work autonomously as well as part of a broader team</li> <li>• Proficient to advanced knowledge of Microsoft Office applications</li> <li>• Outstanding interpersonal skills to liaise with staff</li> </ul>	
<b>Key Result Areas</b>	
<ul style="list-style-type: none"> <li>• Payroll administration</li> <li>• General accounting</li> <li>• General HR administration</li> <li>• Work Health and Safety Compliance</li> </ul>	

**Key Tasks & Responsibilities:**

The role works under the direction of the Accountant. The list below is an outline for the duties to be carried out. This role requires the below to be addressed but is not limited to this. There may be times where other duties are asked for this role which may require overtime to be carried out.

1. Payroll Administration
  - a. Assisting the Accountant with all aspects of payroll administration including fortnightly, monthly and annual returns.
  - b. Complying with relevant awards and legislation
  - c. Preparation and payment of all State and Federal tax obligations (i.e. PAYG tax, FBT, Superannuation Guarantee contribution, etc)
  - d. Process leave entitlements and payments
  - e. Liaise with ATO on any issues, if required
  - f. Assisting with month-end reporting
  - g. Answering/resolving general payroll related enquiries
  - h. Assist HR and/or Accountant with employee payroll data
  - i. Filing and archiving of payroll information
  - j. Fortnightly payroll preparation, processing and reporting
  - k. Assist with the calculation and reconciliation of end-of-year adjustments and transactions, and the compilation of the year-end financial audit file
  - l. Superannuation
    - Managing Superannuation Choice funds for employees
    - Manage employee changes in superfund details in TASS and NGS Clearing House
    - Superannuation reconciliation
  - m. Leave Management
    - Collate and check leave applications are correct for payroll preparation
    - Assist with any other leave related matters (i.e Parental Leave, Centrelink etc.)
  - n. Assist with any Workers Compensation related matters
2. General Accounting:
  - Bank reconciliations and general ledger maintenance tasks
  - Assist with daily cash management and banking
  - Assist with month end process and reporting
  - Record asset purchases, disposals and depreciation in asset registers
  - Assist other finance staff as and when required
3. General HR administration - Assist HR Manager with
  - Monitoring and update of staff compliance requirements (e.g. WWCC, TRBWA, 1<sup>st</sup> Aid, etc.)
  - Recording of staff onboarding, training/professional development, and other employee data in TASS
4. Ensure compliance with MBC values, policies and standards as reviewed and updated on an annual basis
5. Follow reasonable directions in relation to Work Health and Safety
6. Any other duties as directed

**Created on** 7 September 2022

**Last Updated** 7 November 2022