



PRINCE ALFRED COLLEGE

Role Profile: **Accountant**

Prince Alfred College invites applications from finance professionals interested in joining our evolving finance department. We are committed to fostering a supportive environment dedicated to delivering exceptional customer service across diverse stakeholder groups within our College community.

The Accountant will play a key role within the Finance Department supporting the financial operations of the College as well as its wider group of entities. Reporting to the Director of Finance, the role of the Accountant will include a broad range of financial and management accounting tasks.

This role is anticipated to evolve over time with some of the immediate tasks including; management of the Accounts Receivable function of the PAC group of entities, month and year end financial reporting, accounting for the PAC Foundation and other related entities, cash management, debtor management and providing backup to the Accounts Payable and the Purchasing and Procurement functions of the College.

To be successful in this position you will need to have financial experience and a desire to be involved in a broad scope of financial matters across the College. You will also have the necessary people skills required to develop meaningful professional relationships with a number of stakeholders and an ability to work closely with College leaders, teachers and operational staff to understand their business needs. We are seeking a highly motivated professional who is eager to become part of a growing team, confident to challenge the status quo and use their financial expertise to deliver innovative solutions focused on process efficiencies.

Reports to:

Director of Finance

Key Relationships:

All teaching and operational staff of the College, College Executive Members, College Committees, External Suppliers and other College stakeholders

Specific responsibilities include the following:

1. Financial & Management Accounting

- Manage the Accounts Receivable function for the PAC Group including the generation of tuition fee invoices, commercial debtor invoices, processing of daily bank receipts and assisting with the management of outstanding debtors.
- Assist with College cash management requirements including daily bank reconciliations, authorization of weekly AP batch payments and management of petty cash and weekly banking function.
- Assist with the preparation of the College consolidated month end reporting pack including the reconciliation of all entities' balance sheet accounts for review by the Finance & Audit Committee and College Council.
- Provide assistance to a broad range of College budget holders to ensure sound budget management across the campus.

- Assist with the accounting and compliance requirements of the PAC Foundation entities, Royal Coach Hotel and other related entities.
- Assist with the statutory compliance requirements of the PAC Group including completion of ABS Returns, ACNC Returns, State and Commonwealth Government returns and various benchmarking surveys.
- Assist with the successful completion of the annual external audit.
- Assist with the day-to-day management of the College's financial activities and processes including:
 - Providing assistance with the Accounts Payable function where required
 - Assistance with College insurance matters
 - Reconciliation of key balance sheet accounts
- Assist Director of Finance and Senior Accountant with ongoing process improvements including utilizing technology to leverage process efficiencies

Key Knowledge and Skills

- Tertiary qualifications in Accounting, Finance or related field are essential
- Professional Accounting Qualification aspirations (CPA or CA) would be looked upon favourably
- Proven financial processing and reporting experience within a medium-large organization
- An ability to understand relevant legislation, regulations and compliance requirements of an educational institution.
- Strong analytical skills and attention to detail with an ability to understand and improve financial processes
- Strong time management skills and ability to work autonomously under pressure and meet deadlines during peak times of the college financial year
- Experience within the education industry would be considered favourable but is not essential.

Personal Attributes

- Demonstrates passion and commitment to the vision and values of Prince Alfred College.
- A motivated professional with a continuous improvement mindset who is able to understand the complex environment of a large school
- Excellent communication and interpersonal skills, with the ability to work collaboratively in a team environment and establish strong relationships with a broad range of stakeholders.
- A tech savvy individual who can identify and lean into solutions to make processes more efficient
- A positive and flexible person who is able to adapt and operate effectively in a changing environment.

Tenure:

Full time permanent position.

Conditions:

PAC Enterprise Agreement.

March 2025