



Position Description

Management Accountant



Welcome to our School

Acclaimed as a great private school, Haileybury is a uniquely rewarding educational experience. Through our innovative approach to teaching and learning, students can discover more, achieve more and become more.

Since 1892, when our doors first opened with five staff and 17 students in attendance, Haileybury has been a centre of continual development: learning, teaching and location have all undergone transformative change on our path to become the School we are today.

The School has enrolments exceeding 7,000 across its campuses and operations in Berwick, Brighton, Keysborough, Melbourne City, Darwin (Northern Territory), Haileybury Pangea and across South East Asia in China, Vietnam, the Philippines and Timor-Leste.

Haileybury has been endorsed as one of Australia's best schools with multiple awards from the Australian Education Awards, including Australian School of the Year, Primary School of the Year, Senior School of the Year and Principal of the Year. Haileybury has also been ranked as the number one coeducational primary school in Victoria and the number two secondary school, based on national testing results.

At Haileybury, "every student matters every day" and as such we prioritise the safety and wellbeing of all students in our care. Every person in our community is to be aware of and abide by the Child Safety and Wellbeing Policies and Procedures to keep every student in our care safe.

Discover more about Haileybury at www.haileybury.com.au.

Working with us

Haileybury is proudly non-selective when it comes to the students who look to join our outstanding school. We believe in the potential of every child to achieve and contribute.

However, we are by contrast, very selective of staff who wish to work with us, whether they will be guiding our young learners or helping to keep the School operating efficiently and successfully through our Corporate Services department.

Those who join us are passionate about the delivery of innovative academic, co-curricular and pastoral programs that challenge and inspire our students and make a difference in their lives.

As a school we value the linguistic and cultural diversity of our staff and students. Staff are encouraged to contribute experience they may have of working with children from a culturally and/or linguistically diverse background.



Our vision

To be recognised as a great world school.

Our mission

To deliver an exceptional educational experience that fosters the growth of each student through leading teaching and learning programs, a wide array of opportunities, within a culture of high expectations, empowering students to excel.

Our Magenta Principles

Everything that we do is centred around our Magenta principles, striving for and achieving more than expected.

Our principles support and shape this in our daily work:

- Every student matters every day
- Every staff member matters every day
- Effective practices support sustainability
- One inclusive community.



Position details

Position title	Management Accountant
Campus location	Keysborough
Reports to	Finance Manager
Manages others	No
Salary range	\$100k (Full Time FTE) + 12% super

Responsibilities

This role is responsible for maintaining Haileybury's financial accounts with accuracy and in adherence to Australian Accounting Standards. Key duties include preparing monthly financial reports, reconciling balance sheets, analysing staff FTE movements against budget, and partnering with departments to support budget management.

Additionally, the Management Accountant actively supports the budgeting process, contributing to Haileybury's annual budget, conducting financial modelling and scenario analysis, and assisting budget holders with monthly departmental reports.

Other responsibilities will include:

Management Reporting

- Assist with the preparation of monthly financial reports and analysis for Haileybury entities
- Reconcile balance sheet accounts monthly
- Monthly analysis of staff FTE movements and comparison to budgets
- Development and management of reports and analysis tools to support the business
- Partnering with the business to understand budgets
- Project work including detailed financial analysis.

Budgeting

- Working in collaboration, assist with the preparation of the Haileybury budget and budget revisions
- Financial modelling and scenario/sensitivity analysis
- Assist budget holders with preparation, analysis and management of their budgets, including monthly department reports.

Other

- Management of purchase orders
- Expense card management, ensuring acquittals are completed in an accurate and timely manner
- Assist with creating, documenting and maintaining Finance policies and procedures streamlining financial processes
- Other duties as requested to support the finance team and school needs.

While the primary responsibilities of the position are articulated, it is expected that the incumbent will engage with the School community and participate fully in a range of events and activities.



Key selection criteria

Required

- Must be able to demonstrate an understanding of appropriate behaviours when engaging with children
- Management accounting experience (3+ years)
- Excellent interpersonal skills
- A high level of computer competency including Microsoft Office 365, and intermediate/advanced skills in Microsoft Excel
- A proven ability to coordinate multiple priorities in adherence with strict timelines.
- Demonstrated ability to be proactive and effective in a fast-paced and confidential environment.
- Proficiency in data entry skills
- Attention to detail.

Desirable

- Experience working in an educational institution
- Experience with Synergetic.

Personal qualities

- Highly organised with a 'can do' attitude
- Ability to stay calm and focused under pressure
- Excellent communication and people skills
- Excellent organisational skills
- Ability to work as part of a team and independently.

Academic qualifications

- Bachelor Degree in Accounting (Commerce or Business)
- CPA or CA (or working towards).



Inherent qualities

Cognitive demands

- Ability to work with individuals and groups of staff and to handle multiple (sometimes competing) demands from them and from colleagues in a semi-structured environment
- Ability to carry out high-level responsibilities, and effectively interact and communicate with students
- Ability to make high-level decisions and/or be involved in high-level decision making
- Ability to be resilient when dealing with staff and students.

Physical demands

- Ability to sit at a desk or computer terminal for long periods
- Ability to lift/carry parcels of up to 5 kgs for short distances.

Environmental demands

- Ability to work in environments of variable noise levels, temperatures and weather conditions
- Ability to assess whether Personal Protective Equipment (PPE) is required for particular activities and wear as appropriate.

General information

- All general staff need to hold a current Working With Children Clearance (WWCC) and a Nationally Coordinated Criminal History Check (NCCHC)
- All staff are recommended to be fully vaccinated against Covid-19 and any other viruses where possible
- All staff are expected to support the vision and ethos of the School
- Haileybury promotes the safety and well-being of children from culturally and/or linguistically diverse backgrounds
- Standard working hours are based on required and agreed requirements of the role and will generally, be worked between the hours of 8.00 am to 6.00 pm, Monday to Friday. This position requires flexibility to operate outside the standard hours when the situation requires
- Staff must ensure that all decisions, pertaining to their role at Haileybury, are made in line with legislation and Haileybury's Policies and Procedures as set out in the Staff Manual.

Commitment to child safety

Haileybury is a child safe organisation which welcomes all children, young people and their families. Haileybury is committed to the safety and wellbeing of all children, including those under the care and supervision of the school. The School recognises the importance of, and its responsibility for, ensuring a safe and supportive environment which respects the rights of children and fosters their enrichment and wellbeing.

Haileybury's approach to creating and maintaining a child safe environment is guided by the core belief that every student matters every day. The School's mission 'to develop high-achieving students who are connected globally, to each other and to the communities in which they live and serve', can only be



achieved if its students are safe, feel safe and are empowered to participate in decisions which affect their lives.

We are committed to providing environments where our students are safe and feel safe, where their participation is valued, their views respected, and their voices are heard about decisions that affect their lives. Our child safe policies, processes and codes are inclusive of the needs of all children and students including Aboriginal students and their families.

Haileybury has zero tolerance for child abuse in any form and takes proactive steps to identify and manage any risks of harm to students in our school environments. When child safety or wellbeing concerns are raised or identified, we treat these seriously and respond promptly and thoroughly.

We promote respectful relationships between students and adults, and between students and their peers. These relationships are based on respect, honesty, kindness, trust and empathy.

Particular attention is given to the child safety needs of Aboriginal students, those from culturally and linguistically diverse backgrounds, international students, students with disabilities, those unable to live at home, children and young people who identify as lesbian, gay, bisexual, trans and gender diverse, intersex, queer or asexual (LGBTIQ+) and other students experiencing risk or vulnerability.

Haileybury's robust human resources, recruitment and vetting practices are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out Working with Children, police records and reference checks to ensure that we are recruiting the right people.

Further information

Further information about this position is available from peopleandculture@haileybury.com.au.

This position description was prepared in June 2026.