



POSITION DESCRIPTION

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification by the Principal, in response to the strategic direction of the School, and the development of the skills and knowledge of the position.

JOB TITLE	Accountant
HOURS OF WORK	Part time
SCHOOL	Melbourne Girls Grammar Glenhope, 466 Punt Road, South Yarra, 3141
FACULTY/DEPT	Business Services
REMUNERATION CLASSIFICATION	Educational Services Schools (General Staff) Award 2020
REPORTS TO	Chief Financial Officer, and ultimately the Principal.
SUPERVISES	Nil
POSITION OBJECTIVE	The purpose of this role is to maintain the integrity of the School's financial records and support accurate and timely financial reporting. The Accountant plays a key role in the effective operation of the Business Office, contributing across general ledger management, financial reporting, compliance, and fixed asset management. The role also provides support across broader Business Office functions as required, including accounts management, taxation and government reporting, debtors, and accounts payable.
KEY ACCOUNTABILITIES	KEY TASKS
Accounts Management	• Assist in the accurate maintenance of the general ledger. • Process financial transactions in the micro financial systems of the School to ensure accuracy and integrity of financial data. • Support and contribute to reconciling the general ledger to ensure the P&L and Balance Sheet accurately reflect the current financial position of the School on a monthly basis. • Maintain the ledger of the MHF Foundation, process donations, and prepare quarterly reports. • Provide ad hoc invoicing and accounting support as required.



Financial Reporting	• Prepare working papers and reconciliations to support year-end financial statements and to facilitate annual audits. • Ensure accurate reporting of the fixed asset register on a monthly basis. Prepare fixed asset movement schedule for year-end financial audit in a timely and accurate manner. • Prepare and maintain the bank reconciliation for monthly reporting purposes. • Philanthropic scholarship reporting.
Taxation & Government Reporting	• Prepare Business Activity Statements and other ATO lodgements for MGGS and Merton Hall Foundation where applicable. • Prepare the Annual Financial Questionnaire for lodgement with the Department of Education.
Property, Plant & Equipment	• Manage and maintain accurate recording of the Fixed Asset Register. • Correctly record asset acquisitions, disposals and transfers of Fixed Assets. • Monthly reporting of capital expenditure and annual reporting of movements in fixed assets together with the reconciliation between the General Ledger and Fixed Asset Register. • Monitor the useful life of School-owned assets in conjunction with the relevant departmental head to determine whether any accounting adjustments are required to the written-down value. • Assist in the development of policy in relation to the purchase of fixed assets.
Debtors	• Day to day debtor transactional processing, including charges and the banking of receipts. • Prepare and process fee billing runs, including: - Processing other charges to fee accounts as required. - Support the distribution of fee statements to families. - Process fee payment and collection in accordance with MGGS policy. • Manage receivables banking, including: - Updating and reconciling BPay, eVI and credit card receipts on a daily basis. - Administering the electronic payments system and receipting all non-cash transactions against debtor accounts. • Investigate and respond to debtor enquiries in a timely manner.



Accounts Payable Support	• Provide support to the Accounts Payable Officer as required and, if absent ensure the weekly payments are completed and any queries have been responded to. • Back-up Accounts Payable approval as needed.
Policy	• Comply with preferred communication methods used to disseminate information to MGGs staff, parents and students including eVI and email. • Communicate professionally and effectively with stakeholders including students, parents, MGGs Staff and external groups. • Notify and report any and all incidents (safety related or other) as soon as possible to the Chief Financial Officer. Complete incident reports via the MGGs incident reporting system. • Ensure all School policies are adhered to without exception and comply with the <u>MGGs Staff Code of Conduct</u>.
PROFESSIONAL DEVELOPMENT	• Attend Professional Development workshops and seminars that will assist in successfully meeting the objectives of this role.
OTHER	• Assist teaching staff and other community members with accounts related queries in a timely and efficient manner including OG/MHRC/PA liaison. • Attend all staff meetings, when required. • Any other duties as requested by the Chief Financial Officer and ultimately the Principal.
QUALIFICATIONS AND EXPERIENCE	• A tertiary qualification in Accounting and/or a closely related discipline. • Chartered Accountant (CA) or Certified Practising Accountant (CPA) qualification. • Previous experience undertaking key responsibilities in a similar role. • Experience with a range of compliance and accountability measures. • Current Victorian Working with Children Check.
KEY COMPETENCIES	• High level of attention to detail. • High level literacy and numeracy skills. • Excellent organisational, planning and time management skills – ability to prioritise workloads, work to timelines/tight deadlines, and manage a variety of activities at once. • Excellent administrative and basic project management skills: ability to organise and co-ordinate tasks efficiently and effectively to produce high quality work. • Ability to build and maintain effective and positive working relationships with immediate supervisors, colleagues and key stakeholders. • Highly proficient interpersonal and written communication skills. • Ability to work autonomously and as part of a team; a supportive and collaborative team player.



	• Awareness of the need for sensitivity and confidentiality in all dealings. • Exercise good judgment, ability to problem solve and provide solutions. • Advanced IT skills in Microsoft Office Suite, databases/systems and Internet-based platforms. Previous experience with the Synergetic Management system highly regarded. • Functional knowledge and understanding of document preparation and manipulation in Adobe Acrobat and MS Visio.
Child Safety Requirements/Obligations	• Must have experience working with children (as required) • Demonstrated ability to follow child safety protocols when supervising children and young people in relation to child safety. (as required) • Must be able to demonstrate an understanding of appropriate behaviours when engaging with children. • Abide by all MGGS Child Safety Policies and Codes of Conduct and demonstrate active commitment to the MGGS Statement of Commitment to Child Safety. • Demonstrated commitment to promote Aboriginal cultural safety and awareness and the safety of Aboriginal children and/or communities. • Demonstrated ability to promote the safety, wellbeing and inclusion of all children including those with a disability or those from culturally and/or linguistically diverse backgrounds.
Other Requirements	• High level of trust, integrity and work ethic. • Proactive, resilient and able to work productively. • Professional and diplomatic approach to work.
CHILD SAFETY	All staff at Melbourne Girls Grammar are expected to take an active role and are well informed of their obligations in relation to Child Safety. The Melbourne Girls Grammar Child Safety Statement is incorporated in the MGGS staff employment cycle from recruitment and reference checking to induction, 3 and 6 month review processes and regular staff training and professional development. Employment with Melbourne Girls Grammar is subject to adherence to school policies including the <u>Child Safety Policy</u>, <u>Child Safety Code of Conduct</u> and Child Safety Statement as listed below. MGGS Statement of Commitment to Child Safety • As MGGS staff, volunteers, contractors, and any other members of our school community involved in child-connected work, we are responsible for supporting and promoting the safety of children. • We are committed to the safety, participation and empowerment and protecting of all children / students in our care and adhering to our <u>Child Safety Policy</u>.



	• We are committed to providing a child-safe and child-friendly environment, where children and young people are safe and feel safe and are able to actively participate in decisions that affect their lives. • We have zero tolerance of child abuse and are committed to the protection of children from all forms of child abuse and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures. Our policies and procedures will provide the name and contact details of staff who have specific responsibilities in relation to child safety and who may receive reports of suspicion of child abuse. Child abuse includes sexual offences, grooming, physical violence, serious emotional or psychological harm, serious neglect and a child's exposure to family violence. • We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously. • We are committed to preventing child abuse, identifying risks early and removing and reducing these risks. • We have robust human resources and recruitment practices for all staff and volunteers. • We are committed to regularly training and educating our staff and volunteers on child abuse risks. We support and respect all children, as well as our staff and volunteers. • We are committed to the emotional, physical and cultural safety of all children and to providing a safe environment for their learning. • We are committed to promoting the cultural safety and participation of Indigenous children, young people and their families. • We have specific policies, procedures and training in place that support our leadership team, staff and volunteers to achieve these commitments.
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To learn more about the history, vision, mission and values of Melbourne Girls Grammar, please visit <https://www.mggs.vic.edu.au/>

Reference	Rev	Date	Page	Authorised By	Signed by Employee
Accountant	2	June 2026	5 of 5	The Principal	_____/____/____