

# Position Description

## Accountant, School and Preschool Financial Accounting

### Why work with us

We're building a public education system which is genuinely recognised as world-class - where every preschool and school is great and where there is growth for every child and student.

We are one team, statewide. Everyone in public education works together, united behind our vision because what we're doing today will improve the futures of children in South Australia.

We're making a difference so South Australia thrives.

### Our values

We are part of the South Australian public sector and share the values of:

| <br>SERVICE | <br>PROFESSIONALISM | <br>TRUST | <br>RESPECT | <br>COLLABORATION<br>& ENGAGEMENT | <br>HONESTY<br>& INTEGRITY | <br>COURAGE<br>& TENACITY | <br>SUSTAINABILITY |
|--|--|--|--|--|---|--|---|
| We proudly service the community and the South Australian Government.                        | We strive for excellence.  | We have the confidence in the ability of others.   | We value every individual.   | We create solutions together.  | We act truthfully, consistently, and fairly.  | We never give up.  | We work to get the best results for current and future generations of South Australians.              |

### About this role

The Accountant, School and Preschool Financial Accounting, monitors the integrity and accuracy of financial reporting for the education portfolio. This involves the consolidation of school and preschool financial information, providing strategic financial accounting and system advice to departmental, school and preschool officers, which in turn ensures critical government financial management goals, policies, legislation and expected outcomes are met.

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|------------------------------|--|
| <b>Position title</b>        | Accountant, School and Preschool Financial Accounting                          |
| <b>Position number</b>       | 110467   |
| <b>Classification</b>        | ASO4   |
| <b>Division</b>              | Finance and Funding Division   |
| <b>Directorate</b>           | Financial Accounting and Compliance  |
| <b>Location</b>              | L12,31 Flinders Street, Adelaide, with flexible working arrangements available |
| <b>Reports to</b>            | Manager, School and Preschool Financial Accounting                             |
| <b>Direct reports</b>        | Nil  |
| <b>Role description date</b> | February 2023  |



## What you will do (key outcomes)

1. Assists schools and preschools to ensure that general ledger balances for schools and preschools have integrity and that transactions are complete and accurate.
2. Ensures that general ledger reconciliations of schools and preschools are completed in a timely manner with no long outstanding reconciling items and providing assistance as required to prepare these reconciliations.
3. Assists in the preparation of consolidated financial information between school and preschool general ledgers and the department's general ledger (including preparing required end of month accrual adjustments).
4. Assists with the development and maintenance of accounting policies and practices for the department and supporting schools and preschools and department officers with their application.
5. Assists with ensuring taxation obligations for schools and preschools are met with respect to pay as you go arrangements, goods and services tax and Fringe Benefits Tax.
6. Assists with ensuring the development and implementation of system solutions for school and preschools staff which enables efficient and effective reporting of transactional data.
7. Supports schools and preschools with the management of financial transactions and processes with the department's Education Management System.
8. Supports schools and preschools with the preparation of monthly management reporting in the department's Education Management System.
9. Help to maintain a safe and healthy working environment by proactively reporting incidents, hazards and injuries.

## The capabilities you will bring (key competencies)

**High-quality writing skills:** High level interpersonal, written and verbal communication skills with proven ability to influence and create trust with stakeholders and staff across organisations and negotiate successful outcomes in an innovative and resourceful manner that are beneficial and acceptable to achieve positive outcomes.

**Task Management:** Proven ability to take responsibility for and appropriately manage multiple concurrent tasks from a diverse range of stakeholders including attending to important details, working effectively with a broad level of direction, and exhibiting resilience in following strategies and achieving goals.

**Solution focus:** Demonstrated experience in developing, maintaining, and continuously improving procedures, guidelines and management systems which support knowledge management, information-sharing and the delivery of financial administration functions and service delivery.

**Best Practice:** Proven experience working in a large financial accounting environment with a sound knowledge of better practice financial accounting and financial system administration practices as well as preparation of annual financial statements.

**Legislation:** Demonstrated knowledge of whole of Government financial management frameworks, systems, financial and budget management practices and Australian Accounting Standards.

**Equal Opportunity and WHS:** Demonstrated knowledge and commitment to promoting and creating a safe and inclusive work environment; and the legislative requirements of Equal Opportunity and Work Health and Safety legislation.

| Who you will work with (key relationships)   | Qualifications  |
|--|---|
| <p>List key working relationships and stakeholders here</p> <ul style="list-style-type: none"> <li>• Finance and Funding Division staff</li> <li>• School and Preschool staff</li> <li>• Auditor-General's Department</li> <li>• Department of Treasury and Finance</li> </ul> | <p><b>Essential:</b> Nil</p> <p><b>Desirable:</b></p> <p>Appropriate tertiary qualification in accountancy, business or commerce</p> <p>Completion or study towards membership of a professional accounting body or equivalent.</p> |

| Corporate responsibilities   | Special conditions   |
|--|--|
| <p>Keep accurate and complete records</p> <p>Act appropriately in line with the Public Sector Code of Ethics at all times</p> <p>Support diversity and promote an inclusive workplace for everyone</p> <p>Maintain a commitment to Work Health and Safety legislative requirements</p> | <p>You may need a current driver's license and be willing to drive</p> <p>You may be asked to work out of hours</p> <p>You may need to travel within or outside South Australia</p> <p>You need to achieve mutually agreed performance goals</p> <p>You must have a current Working with Children Check</p> <p>You must do Responding to Risks of Harm, Abuse and Neglect – Education and Care training</p> <p>You must be an Australian resident or provide evidence you have a current work permit</p> |

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|--|---|--|---|
| <p><b>Assessed by:</b><br/>Erika Cabrera<br/>P&amp;C Senior Consultant<br/>Workforce Central</p> |  | <p><b>Approved by:</b><br/>Anthony Creek<br/>Director, Financial Accounting and Compliance</p> |  |
| <p><b>Date:</b> February 2023</p>  |   | <p><b>Date:</b> February 2023</p>  |   |