



The Scots College

Sydney Australia

Role Description – Senior Accountant

“In seeking to serve God faithfully, the Scots College exists to inspire boys to learn, lead and serve as they strive for excellence together”

Brave Hearts, Bold Minds: The Vocation of a School – Our Strategic Intent 2016-2025

1. **Position Title:** Senior Accountant
2. **Role Purpose:** The Senior Accountant will be responsible for reporting, compliance, insurance and budgeting for The Scots College and as well as supervise Payroll and Debtors.
3. **Location:** The Business Office, The Scots College, Bellevue Hill
4. **Responsible To:**
 - Directly responsible to the Finance Manager
 - Responsible to the Director, Business and Operations
 - Ultimately responsible to the Principal
5. **Principle Relationships:**
 - Principal
 - Director, Business & Operations
 - Finance Manager
 - Finance Team
 - People & Culture
 - Risk and Compliance Manager

6. Key Tasks and Expected Outcomes:

Position Responsibilities	Core Activities	Success Criteria
Relationships	<ul style="list-style-type: none"> • Develop strong relationships with management, key staff and stakeholders across the College. • Develop strong professional networks within independent schooling, including potential vendors and service providers. 	<ul style="list-style-type: none"> • Stakeholder relationships • peer review / feedback • manage ambiguity.
Leadership	<p>You will supervise the following functions:</p> <ul style="list-style-type: none"> • payroll, including: <ul style="list-style-type: none"> – maintaining the payroll model – liaise with People & Culture – manage salary packaging at the College – reviewing fortnightly and monthly payrolls • debtors, including: <ul style="list-style-type: none"> – following up slow paying debtors – ensuring quarterly billing is accurate. • analyse, challenge and improve processes in Payroll and Debtors. 	<ul style="list-style-type: none"> • Peer review/feedback • accurate payroll model for budgeting and forecasting • payroll runs timely and accurate • reduction in debtors days / outstanding debtors balances.
Reporting, Compliance and Insurance	<p>Working within the Finance team, you will be responsible for:</p> <ul style="list-style-type: none"> • financial Reporting, including: <ul style="list-style-type: none"> – annual financial reports – government financial returns, and – associated entities of the College (Indigenous Fund, Building Fund, Parents Assoc., Women’s Assoc., Foundation) • regulatory compliance, including GST, FBT and legislation • managing the College’s insurance portfolio, including liaising with Insurance Brokers and managing actual and potential claims. 	<ul style="list-style-type: none"> • Insights, process management and reporting • implementation of deadline within scope and budget.

Budgets, Forecasts and Analysis	<p>Working within the Finance team, you will be responsible for:</p> <ul style="list-style-type: none"> • preparing annual budgets for the College • maintaining the long-range forecast model for the College • providing analysis support to the Management Accountant as required • providing analytical insights based on the financial and operational data to allow the Executive and Campus Leadership Teams to understand the business, underlying drivers, trends and key items. 	<ul style="list-style-type: none"> • Reporting to the standards required by the College and the Church.
Projects in future	<ul style="list-style-type: none"> • Involvement in other projects as directed by the Finance Manager. 	

Position Responsibilities	Core Activities	
Qualifications/Skills	<ul style="list-style-type: none"> • Accounting Degree (CPA/CA Equivalent) • Accounting package experience (Synergetic) • Strong Excel skills • Interpersonal Skills • Technically strong • Budget and variance analysis • Systems implementation • Improvement mindset 	
Knowledge	<ul style="list-style-type: none"> • Minimum Five (5) Years Financial and Accounting experience • Strong Analytical and Modelling Experience 	
Personal	<ul style="list-style-type: none"> • Demonstrated leadership qualities • Integrity • Team Oriented • Self-Starter • Organised • Confident • Support for Christian values • Be an active member of a Protestant denomination who can demonstrate a good understanding of the Christian/Protestant foundations of the College 	
Other	<ul style="list-style-type: none"> • Able to be flexible in order to meet the varying and developing demands on the role on a timely basis 	