

POSITION DESCRIPTION

ASSISTANT ACCOUNTANT

(1 FTE)

Our Vision

A world shaped by love, compelled and informed by the Gospel.

Our Mission

To equip students and scholars to renew their communities with a faith as intelligent as it is courageous.

Location

This role is based at Laidlaw's Henderson campus.

Key Relationships

Responsible to: Finance Manager

Other Key Relationships: Finance Team
Student Services

Role Purpose

To effectively meet the financial accounting needs of the College by:

- Maintaining high quality financial processes
- Compiling reconciled and validated figures and records
- Preparing accurate and timely financial reports
- Communicating financial processes effectively to staff, students and other stakeholders

Role Accountabilities

RESPONSIBILITIES	KEY TASKS
<p>Transactional Accounting</p>	<p>Checking data integrity of source accounting data, with key responsibility for accounts payable and receivable</p> <p>Reconciliations – bank, debtors, Student Management System, Public Trust, FeesFree, Current Assets, Current Liabilities, Fixed Assets</p> <p>General journals including accruals</p> <p>Monitoring electronic processes with StudyLink, and Public Trust including:</p> <ul style="list-style-type: none"> • Processing necessary manual transactions, including preparing student refunds. • Compliance monitoring, • End of Month debtor processes. • Verification of payroll data <p>Cash flow monitoring and reporting</p> <p>Fixed Assets processing</p> <p>GST, FBT, and other regulatory requirements as required</p>
<p>Systems Management and Development</p>	<p>Provides full backup to payroll function</p> <p>Supports other accounting sub-ledgers and functions (eg Student Management System, Fundraiser, ECE software)</p> <p>Ensures accurate flow of data between systems</p> <p>Identifies and shares recommendations for potential improvements</p> <p>Assists with software implementation and processing as required</p>
<p>Financial Reporting</p>	<p>Preparation of monthly management reporting</p> <p>Preparation of accruals and other data for annual reporting, reconciliation, and audit</p> <p>Assist with budgeting processes</p>

RESPONSIBILITIES	KEY TASKS
Service Delivery	<p>Assist with student queries re financial matters (fees, StudyLink, FeesFree, Public Trust, Scholarships etc).</p> <p>Assist with staff enquiries regarding payroll or allowances</p> <p>Assist with management enquires regarding monthly financial reporting or financial processes</p> <p>Assist with other financial related enquiries (vendors, donors, supporters, facility hirers etc)</p> <p>Relieve on Reception as required</p>

Qualifications, Skills & Experience

QUALIFICATION/SKILL/ EXPERIENCE	DETAILS
Educational qualifications	Degree qualified with Accounting major (required) Qualified Chartered Accountant / studying towards
Skills/Knowledge/ Experience	<ul style="list-style-type: none"> • Minimum 3-4 years' experience in accounting and financial management (required) • Sound knowledge of accountancy, including systems, regulatory requirements and technologies (required) • Some knowledge of the legislative and regulatory environments within which Private Training Establishments operate would be helpful. • Advanced computer skills in word processing, spreadsheets and database applications • Competence with accounting software (such as SAGE) and payroll software (such as iPayroll) • Strong organisational and problem-solving skills
Further characteristics	<ul style="list-style-type: none"> • Committed to the Mission Statement of Laidlaw College • Able to take initiative and be flexible with regard to the key tasks outlined above • Friendly, sensitive, helpful and professional attitude towards staff, students, debtors, visitors etc. • Ability to work independently, and as part of the Finance Office team • Demonstrated integrity, discretion and sound judgement • Able to teach and instruct financial and non-financial members of staff. • Conscientious attention to detail, with an ability to see how details connect to form the 'big picture' • Excellent English communication skills – verbal and written • Logical thinker • Ability to cope under pressure with a variety of tasks and important deadlines • Strong numerical and analytical skills