



**SENIOR ACCOUNTANT**

**JOB & PERSON SPECIFICATION**

**FEBRUARY 2025**

## POSITION DESCRIPTION

### Position Details

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Position Title: Senior Accountant

### Reporting Line

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Reports to: Chief Financial Officer (CFO)

### Organisation

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The Association of Independent Schools of South Australia (AISSA) is a member organisation which represents independent schools in South Australia.

#### ***Purpose:***

The AISSA leads, supports, represents and advocates for the independent sector in South Australia to enhance the success, sustainability and strength of its member schools.

#### ***Principles:***

Across all of its activities, the AISSA is guided by

- a commitment to the independence of member schools to develop in ways that embody their individual philosophies
- a belief that the independent sector offers genuine diversity that ensures parents have real choice in selecting their children's schooling
- a commitment to integrity, excellence and expertise.

#### ***Code of Ethics:***

Refer **attached** Appendix.

This Code of Ethics establishes a common understanding of the standards of behaviour expected of all employees of the AISSA. It represents a broad framework that will help staff decide on an appropriate course of action when employees are faced with an ethical issue. This Code of Ethics places an obligation on all employees to take responsibility for their conduct and work and to establish a consultative and collaborative workplace where people are happy and proud to work. Every AISSA employee is accountable for adhering to this Code of Ethics.

## Key Duties / Key Performance Indicators

Key Duties	Key Performance Indicators
<p>Deliver financial services to AISSA's internal and external stakeholders, including:</p> <ul style="list-style-type: none"> <li>▪ payroll administration</li> <li>▪ compliance, including preparing and lodging IAS/BAS &amp; FBT returns, and other statutory returns as required</li> <li>▪ accounts payable &amp; receivable</li> <li>▪ monitor cash flows</li> <li>▪ reconciliations, including daily banking and credit cards</li> <li>▪ fixed assets.</li> </ul>	<p>Accurate, timely and compliant task completion.</p>
<p>Assist the CFO to deliver financial services to AISSA's internal and external stakeholders, including:</p> <ul style="list-style-type: none"> <li>▪ month end processes and management accounting functions, including reporting</li> <li>▪ management of government grant funds, including preparation of grant acquittals</li> <li>▪ financial analysis and periodic forecasting</li> <li>▪ development of the three-way annual budget and program budgets</li> <li>▪ management of the Investment Program</li> <li>▪ financial audit and the preparation of the annual Financial Statements</li> <li>▪ insurance.</li> </ul>	<p>Assistance is appropriate, accurate and timely, and consistent with experience and knowledge.</p>
<p>General administrative support to the CFO as required.</p>	<p>Support is appropriate, accurate and timely, and consistent with experience and knowledge.</p>
<p>Other duties/projects as identified by the CFO or Chief Executive.</p>	<p>Duties/projects are completed appropriately and effectively.</p>
<p>Maintain effective document control and records management to ensure ease of access for others as appropriate.</p>	<p>Records and documents are appropriately managed.</p>
<p>Seek learning opportunities in line with AISSA policy, including participation in activities designed to increase knowledge of Aboriginal and Torres Strait Islander histories and cultures, and maintain own professional development portfolio of learning and experience.</p>	<p>Appropriate professional learning is undertaken and recorded.</p>
<p>Contribute to change management strategies based on an understanding of the AISSA's culture.</p>	<p>Initiative and a solutions-focused approach are demonstrated.</p>
<p>Accept responsibility for own safety in the workplace and comply with WHS requirements.</p>	<p>Observation and feedback are that safe practice is integrated into daily operations.</p>

## Qualifications / Skills / Experience

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<b>Essential Qualifications</b>	Relevant tertiary qualifications (Bachelor's degree minimum). CA / CPA qualified.
<b>Knowledge and Experience</b>	Demonstrated experience in a comparable professional accounting role. Excellent knowledge of applicable accounting standards, and financial accounting practices. High proficiency in financial accounting packages (including Xero and MYOB) and the Microsoft Office suite.
<b>Skills and Attributes</b>	Excellent relationship building, communication and technical skills. Professional work ethic, integrity, accountability and attention to detail. Highly organised and able to prioritise well with excellent time management skills. Possess capacity to undertake higher level duties.



## HOW TO APPLY

Applications including a cover letter and CV should be addressed to Andrew Reed and Bernie Dyer.  
Please visit [henderconsulting.com.au](http://henderconsulting.com.au) to apply.

For a confidential discussion, please call (08) 8100 8827.

### **Please Note**

Your application will be automatically acknowledged by a return email.