

Accounts Officer

The Accounts Officer is predominantly responsible for undertaking Accounts Payable related duties, and for providing assistance to the Accountant and Finance Team, as and when required.

Reports to: Senior Accountant

Takes direction from: Accountant

Areas of responsibility:

- Accounts
- Life of the School

Accounts:

- Process and pay supplier invoices, staff reimbursements, and parent refunds in a timely manner
- Enter financial data into the NBCS accounting system, ensuring proper authorisation and accurate expense allocation to General Ledger accounts
- Ensure invoices are paid before due dates via batch payments, BPAY, or international transfers
- Respond to invoicing and account enquiries from suppliers and staff
- Manage the annual registration of NBCS motor vehicles and buses
- Provide ad hoc support to the Accountant as needed
- Maintain current Policies and Procedures Manuals for Accounts Payable
- Assist with general administrative tasks, including filing

Life of the School:

Support the Principal in developing and maintaining the professional culture, a safe work environment, and upholding the School community

- Actively support the Christian identity and purpose of the School
- Uphold the values and expectations as described in the Staff Code of Conduct
- Treat colleagues, students and parents with dignity, respect, and the utmost professionalism
- Support colleagues in their ongoing professional learning journey by sharing resources and expertise, working with and supporting the wider administration team
- Commit to personal and professional growth through active participation in the School Professional Growth strategy
- Assist in monitoring a safe and secure school environment for self, staff and students including assisting with other school duty areas e.g., school crossings
- Contribute to the development of policy, procedures, and processes

Role interactions:

Liaises directly with:

- Business Manager
- Finance team
- Senior Leadership
- Heads of Department
- Teaching staff
- Other administration staff across the school
- Creditors / Suppliers
- Subject matter experts

Requirements (licences, knowledge, skills, abilities, behaviours):

- Experience in Finance/Accounting functions and systems
- A clear understanding of accounting concepts
- Effective interpersonal skills, including a positive and approachable demeanour
- Strong written and verbal communication skills
- Problem-solving and proactivity
- Attention to detail
- Prioritising, planning, organising and follow-through
- Proficiency in Microsoft Office products and capacity to master School specific systems
- Ability to work independently as well as in a team with collaborative approach
- Resilience, and flexibility to work within a busy and changing context
- Working with Children Check Clearance
- An active Christian faith

This position description is a guide only and is not intended to be an exhaustive or exclusive list of duties for this position.