



POSITION DESCRIPTION

Title of Position	Assistant Accountant – Province
Division	Province Business & Finance
Responsible to	Business Services Manager
Hours	Full Time

1. Position Overview

This position reports to the Business Services Manager and works closely with the Province Accountant in supporting the financial accounting function of the Marist Brothers, Star of the Sea Province.

The Assistant Accountant is an entry-level accounting position designed to provide practical experience across a broad range of accounting and financial administration functions. The role supports accounts payable and receivable processes, banking and reconciliations, month-end reporting activities, budgeting support, payroll assistance, and general financial administration.

This position is intended as a developmental role within the Province Finance Team and forms part of the Province's succession planning strategy. Through structured mentoring, professional development and on-the-job training, the incumbent will progressively develop the knowledge, skills and experience required to advance into the Province Accountant role.

The position provides valuable exposure to financial reporting, audit preparation, budgeting, cash flow management, corporate card administration, and financial systems including Xero and Microsoft Office 365.

2. Career Development & Succession Pathway

The Assistant Accountant role is designed to prepare the incumbent for progression into the Province Accountant position.

The successful applicant will receive:

- Ongoing mentoring from the Province Accountant and Business Services Manager.
- Exposure to month-end and year-end accounting processes.
- Development opportunities in financial reporting and analysis.
- Experience in budgeting and audit preparation.
- Training in Xero and financial management systems.
- Participation in relevant professional development programs.
- Opportunities to undertake progressively more complex accounting responsibilities.

Subject to satisfactory performance and business requirements, the role may develop into an Accountant position in the future.

3. Key Working Relationships

- 3.1. Director of Finance and Business
- 3.2. Business Services Manager
- 3.3. Province Accountant
- 3.4. Marist Brothers, Community Leaders, Ministry Leaders and Marist Brothers Employees
- 3.5. Banks and Auditors

- 3.6. External organisations and agencies as directed

4. Essential Qualifications

- 4.1. A degree or diploma in Accounting, Finance, Commerce or equivalent qualification.
- 4.2. Recent graduate or up to three years relevant accounting experience in a Not-for-profit or similar organisation environment.
- 4.3. Experience or exposure to computerised accounting systems and financial software.
- 4.4. Sound working knowledge of Microsoft Office 365 particularly Excel, including the use of formulas, spreadsheets and data analysis functions.

Desirable Qualifications

- 4.5. Relevant experience with accounting systems such as Xero, SAP Business One, MYOB or similar.
- 4.6. Commencement or intention to undertake CPA, CA or equivalent professional studies.

5. Essential Skills / Requirements

- 5.1. Understanding of and commitment to the mission of the Marist Brothers.
- 5.2. Strong analytical and problem-solving skills with advanced proficiency in Excel and spreadsheet-based analysis.
- 5.3. High level of attention to detail, accuracy and organisation skills.
- 5.4. Strong written and verbal communication skills, including professional telephone and email etiquette.
- 5.5. Ability to maintain strict confidentiality and exercise discretion when handling sensitive information.
- 5.6. Ability to prioritise competing tasks and work to deadlines.
- 5.7. Sound reconciliation skills and ability to prepare, analyse and maintain accurate financial records.
- 5.8. Ability to work collaboratively within a team environment, while also demonstrating initiative and the ability to work independently.
- 5.9. Ability to create and maintain positive, respectful and productive working relationships with all Marist Brothers, Marist Province staff, and external service providers.
- 5.10. Demonstrated commitment to continuous learning, professional development and improvement of work practices.

6. Responsibilities / Accountabilities

Financial Processing

- 6.1. Assist with the processing of Accounts Payable, including invoice entry, supplier enquiries and preparation of electronic payment run.
- 6.2. Assist with Accounts Receivable activities including issuing invoices, receipting payments, processing refunds and following up outstanding balances.
- 6.3. Process online banking transactions including BPAY payments, direct transfers, international (overseas) payments, foreign currency transactions and other approved banking activities.
- 6.4. Perform daily bank reconciliations, investigate and resolve reconciling items and monitor account balances to ensure sufficient funds are maintained.

- 6.5. Assist with the administration, processing and reconciliation of corporate card and expense claims.
- 6.6. Assist with maintaining the fixed asset register, including asset additions, disposal and depreciation schedules.
- 6.7. Provide backup support for payroll processing and assist with payroll-related reconciliations and reporting as required.
- 6.8. Maintain accurate and up-to-date accounting records and supporting documentation.
- 6.9. Liaise with banks, suppliers and internal stakeholders regarding payment enquiries, banking transactions and other matters as required.

Reconciliations and Reporting

- 6.10. Assist with preparation and reconciliation of general ledger accounts including supporting schedules and resolving variances in a timely manner.
- 6.11. Support the preparation of monthly financial and management reports.
- 6.12. Assist with month end and year end accounting processes.
- 6.13. Support the preparation and ongoing monitoring of cashflow reports and forecasts.
- 6.14. Assist with the development, preparation and monitoring of budgets and forecasts.
- 6.15. Provide support during external audit process including the preparation of audit schedules, supporting documentation and response to audit queries.
- 6.16. Assist with the preparation of annual financial statements in accordance with applicable accounting standards.

Community and Administrative Support

- 6.17. Provide support to Marist Brothers Communities regarding banking, Community Development Accounts, motor vehicles, ICT and other related enquiries.
- 6.18. Liaise professionally and effectively with suppliers, banks and other service providers.
- 6.19. Assist with the administration of Province-owned motor vehicles, insurance and other business services activities, ensuring records are maintained accurately.
- 6.20. Maintain accurate, complete and up to date electronic records, files and supporting documentation.
- 6.21. Identify opportunities to improve systems, processes and efficiencies.
- 6.22. Undertake other duties reasonably required and consistent with the level and purpose of the position.

7. Safeguarding

Safeguarding is to ensure the rights and dignity of children and vulnerable persons are promoted and protected, they are treated with care and respect, and their personal dignity is never compromised. The Marist Brothers have a zero tolerance of the abuse of children and vulnerable persons and are committed to providing a safe environment for all. All allegations of abuse will be reported to the relevant Authorities, as required by Legislation and in accordance with the Marist Brothers, Star of the Sea Province Safeguarding Policy.

8. Work Health & Safety

- 8.1. Undertake work functions and activities in a manner that promotes personal safety and risk management.
- 8.2. Identify hazards in the work area and report as outlined in Marist policies and procedures.
- 8.3. Report all incidents and injuries using the appropriate incident/injury forms and procedures.
- 8.4. Use equipment appropriately.
- 8.5. Personal protective equipment provided to be worn.
- 8.6. Emergency procedures to be followed in accordance with policies for fire, security, other emergencies, and evacuation procedures.
- 8.7. While the Marist Brothers, Star of the Sea Province strive to provide a friendly and safe work environment, all staff are required to play an active role in identifying potential safety issues which may cause injury or illness to staff or patrons. Such issues should be brought to the attention of your immediate supervisor to enable prompt action.

9. General

- 9.1. Provide assistance and advice, when required, to other members of staff.
- 9.2. Adhere to all general policies as outlined by the Marist Brothers, Star of the Sea Province.
- 9.3. Attend and participate in staff training and workshops as required.