

Position Description	
Position Title	Accountant – Finance and Operations
FTE	Part-time (0.6 – 0.8 FTE)
Reports to	Head of Frensham Schools through the Director of Finance
Commencement	As soon as practicable

About Frensham Schools

Established in 1913, Frensham is one of Australia's most respected boarding and day schools for girls. Frensham Junior School was founded in 1954 and is now the leading academic, co-educational primary school in the Southern Highlands. At Frensham Schools we inspire students to be critical, ethical and flexible thinkers, equipped to be future leaders in a complex and rapidly changing world.

Our passionate and dedicated staff work as a highly professional team that takes the time to consider and support each student's individual learning, growth and development as independent, empowered young people. In a stimulating learning environment, surrounded by an abundance of natural beauty, our students are challenged and supported to develop the skills and the motivation to contribute positively to their local and global communities. They are taught to value kindness, resilience, empathy and compassion, and to carry these attributes with them for life, alongside the Schools' core values.

Position Overview

Frensham Schools is seeking an experienced and adaptable **Accountant – Finance and Operations** to join the Finance Team on a permanent part-time basis. Reporting to the Director of Finance, this is a broad and hands-on role that supports the financial and operational functions of the School. The position includes accounting, reconciliations, financial reporting support, process documentation, human resources and compliance support, payroll and administration support, compliance activities, and continuous improvement initiatives.

Working closely with colleagues across finance, human resources, compliance and administrative functions of the School, the Accountant – Finance and Operations plays a central role in the day-to-day business operations of Frensham Schools, contributing to business continuity, providing high level support across the team.

The role is offered on a permanent part-time basis (3-4 days per week, this will be discussed with the preferred candidate), offering variety, flexibility and the opportunity to work across a range of business functions within a collaborative and professional team environment. Ideally suited to an experienced professional seeking meaningful part-time work with scope to develop and expand their responsibilities over time.

Key Responsibilities

Financial Operations & Reporting

- Prepare and maintain accurate balance sheet reconciliations and support the integrity of the general ledger.
- Assist with month-end and year-end financial processes, including journals, reconciliations and working papers.
- Assist with management reporting, budgeting, forecasting and financial analysis as required.
- Monitor financial information and investigate variances, anomalies and reconciliation issues.
- Assist with external audit processes and statutory reporting requirements.
- Support the maintenance of robust financial controls and accounting practices.

Operational Support & Business Continuity

- Provide cross-functional support across Accounts Payable, Accounts Receivable, Human Resources, Risk/Compliance and Payroll functions as required.
- Assist in maintaining continuity of operations during staff absences, peak workload periods and special projects.
- Respond to operational finance enquiries from staff and stakeholders.
- Work collaboratively with Finance, Human Resources and Administration teams to support effective business operations.
- Undertake a range of finance and administrative activities as required to meet organisational needs.

Compliance, Risk & Governance Support

- Support compliance, governance and regulatory reporting requirements.
- Assist with the preparation of financial acquittals, returns, surveys and other regulatory submissions.
- Ensure financial practices and records align with relevant legislation, accounting standards, policies and procedures.
- Assist with insurance, risk management and other administrative functions as required.
- Maintain confidentiality when handling sensitive employee, student and financial information.

Systems, Processes & Continuous Improvement

- Develop and maintain documented procedures to support knowledge sharing, cross-training and business continuity across Finance and administration functions.
- Identify opportunities to improve processes, controls and operational efficiency.
- Support implementation of new systems, workflows and business initiatives.
- Assist in maintaining the accuracy and integrity of financial and operational data.
- Contribute to a culture of continuous improvement across business operations.

Other

- Other tasks and duties as directed by the Director of Finance.

Selection Criteria

Essential Criteria

- Tertiary qualification in Accounting, Finance or a related discipline.
- Demonstrated accounting experience, including general ledger reconciliations, month-end processes and financial reporting.
- Strong analytical, problem-solving and reconciliation skills.
- Experience maintaining accurate financial records and strong internal controls.
- Strong organisational skills and ability to manage competing priorities.
- Demonstrated ability to document and improve business processes and procedures.
- Advanced Microsoft Excel skills and strong overall systems capability.
- Demonstrated ability to work collaboratively across a range of business functions and support colleagues in a small team environment.
- Excellent written and verbal communication skills.
- High level of attention to detail, integrity, discretion and professionalism.
- Flexible, proactive and adaptable approach to work, with a willingness to support changing operational requirements.

Desirable Criteria

- CPA or CA qualification (or working towards).
- Experience across multiple finance functions, including accounts payable, accounts receivable and payroll support.
- Experience in the education, independent school or not-for-profit sector.
- Familiarity with Synergetic or similar finance, payroll or student management systems.
- Experience preparing budgets, forecasts and management reports.
- Experience supporting system implementations, process improvement projects or organisational change.

Commencement: As soon as practicable.

Applications: Applications [addressed to Mr Geoff Marsh, Head of Frensham Schools] must include a cover letter, curriculum vitae, transcripts (if applicable) and the contact details of two referees.

Please email applications to: hr@frensham.nsw.edu.au

Please apply as soon as possible as we will be interviewing progressively.

Further information: Call Victoria Hindmarch, +61 2 4860 2000.

All staff at Frensham Schools take an active role in ensuring our Child Protection programs, policies and processes are at the forefront of all that we do. A Working with Children Check Clearance Number must be provided to the School prior to confirmation of the appointment.