



POSITION DESCRIPTION

Position: Financial Controller
Accountable to: Secretary SMSA
Dated: 12 July 2022

Role:

The role is responsible for all accounting and financial management services for the School.

<p>Primary Tasks</p>	<p>Financial Management</p> <ul style="list-style-type: none"> • All tasks associated with the conduct of the financial accounting and financial management services for the School. • Maintenance of accurate financial records. • Managing income and expenditure accounting systems. • Management of payroll. • Preparation of financial reports for use by management and the Board. • Provision of advice on significant financial issues and systems issues that impact on the organisation's financial performance. • Oversight and reporting on the School's investment portfolio. • Ensuring all tasks are undertaken within the School's relevant policies and procedures.
	<p>Annual Audit</p> <ul style="list-style-type: none"> • Facilitating the annual audit of financial systems and records. • Liaison with external auditors.
	<p>General Administrative Tasks</p> <ul style="list-style-type: none"> • Maintenance of staff records. • Filing and maintenance of financial records.
<p>Required Skills</p>	<ul style="list-style-type: none"> • Experience with MYOB. • Experience managing payroll. • Sound working knowledge of Microsoft Office, including Outlook, Word, with intermediate to advanced Excel. • Ability to organise and prioritise tasks in an effective and efficient manner. • Ability to work autonomously and take initiative. • Excellent verbal and written communication skills. • Strong attention to detail.

Code of Conduct

All staff are required to comply with the SMSA code of conduct.

School Policies

All staff are required to conform to the current policies of the School.

Work Health and Safety:

Take all reasonable measure to ensure the health, safety and welfare of fellow employees, members and visitors.

Equal Employment Opportunity:

Take all reasonable measures to ensure the prevention of harassment or discrimination of members, visitors and fellow employees as required by law.

Signature _____

Date _____