



Position Vacant

ASSISTANT ACCOUNTANT FULL-TIME

Cranbrook School is seeking an Assistant Accountant to join our Finance Department, based at the Senior School campus in Bellevue Hill. This position is available for an immediate start, or a later start date can be negotiated.

ABOUT THE POSITION

Reporting to the Director of Business Operations, the Assistant Accountant provides Accounts Payable, Accounts Receivable, billing and payroll support to the Finance Department.

Duties include providing financial information to stakeholders, monitoring income and expenses, daily balance sheet reconciliations and monthly balance sheet reconciliations and reviewing expense and GST coding of accounts payable invoices and Mastercard transactions. The Assistant Accountant will work closely with our Accountant and in collaboration with the Finance team.

Cranbrook School staff enjoy a stimulating work environment as part of a team of talented professionals, excellent opportunities for professional development, and attractive remuneration and benefits.

ABOUT YOU

You are an early career accountant with qualifications in accounting or business. You are interested in commencing a CA/CPA and are seeking an employer who will support you in obtaining that qualification. You are keen to learn, open to new ideas and thrive in a busy and varied work environment.

SELECTION CRITERIA

- Tertiary qualifications in Accounting or a business discipline
- Proficient in the Microsoft Office Suite including advanced Excel skills
- Highly organised, detail-focused, resourceful and with the ability to work under pressure in order to meet deadlines
- Strong analytical and problem-solving skills
- Able to communicate and collaborate with people at all levels, with diverse backgrounds and a wide range of age groups
- Able to take ownership of tasks, demonstrate initiative and produce work of a consistently high standard
- Demonstrated experience in learning new technologies
- Able to work effectively both autonomously and collaboratively within a team environment
- A positive mindset and a customer service focussed approach to all interactions
- A firm commitment to safeguarding and promoting the welfare of children.

CLOSING DATE: 24 February 2023

HOW TO APPLY

Applications should include a resume and a cover letter addressing the selection criteria and reasons for your interest in the position. Applications should be submitted via email to recruitment@cranbrook.nsw.edu.au. Details of at least three referees will be requested from the successful applicant.

ABOUT CRANBROOK SCHOOL

Cranbrook is an Anglican, independent day and boarding school, Pre-school to Year 12.

Our vision is to be a world class school which encourages and enables all of our students to explore, enjoy and fulfil their potential. We lead our students to discover and make the most of their talents, to thrive in, and love the pursuit of, excellence. As a school we energise the educational environment by offering a rich and distinctive schooling both within and beyond the curriculum and give powerful pastoral support. Cranbrook builds resilience and confidence so that each student can face the challenges of the twenty-first century with personal confidence, intellectual versatility, academic hunger and optimism.

Cranbrook is an International Baccalaureate (IB) World School, and is accredited as an IB Continuum School, offering the PYP, MYP and IB Diploma Programme.

Cranbrook School is a child safe organisation. We actively promote the safety and wellbeing of all students and are committed to protecting our students from abuse and harm.

WORKING WITH CHILDREN CHECK, VACCINATION AND WORKING RIGHTS

The successful applicant for this position will be required to hold a current NSW Working with Children Check clearance and be fully vaccinated with a COVID-19 vaccine.

Applicants must be an Australian citizen or permanent resident or hold a visa with appropriate working rights.