



ST GEORGE CHRISTIAN SCHOOL

JOB DESCRIPTION

St George Christian School (SGCS) is a K-12 Co-educational School with a reputation for strong academic outcomes, intentional pastoral care and a disciplined and warm environment. Our devoted staff strive to make a positive difference in the life of their students.

SGCS is a dynamic learning community encouraging the development of students' personal character and gifts, whilst experiencing joy in learning and excellence in teaching in a supportive K-12 co-educational Christian environment.

Financial Accountant

Permanent Part Time

SGCS requires all staff members to meet the school's requirements of being a committed, evangelical Christian who regularly attends a church and is in full agreement with the [SGCS Statement of Faith](#).

The Role:

Reporting to the Business Manager, this role is a job-sharing arrangement with the current Finance Officer working approximately 20-30 hours per week; days and hours worked are negotiable.

The key responsibilities include:

Financial Management and Control

- Prepare and maintain accurate financial records, including general ledger accounts and journals.
- Support the finance team with cash forecasting, and balance sheet reconciliations.
- Conduct monthly financial close processes, including trial balance preparation, general ledger reviews and variance analysis.
- Assist in preparing monthly financial reports including reports for cash flow management and transaction reporting.
- Assist in maintaining and enhancing accounting systems, controls, and processes.
- Assist the Business Manager with budget preparation.
- Assist with payroll review.
- Monitor key suppliers and assist in expense control.

Taxation Compliance

- Preparation and review of BAS and FBT lodgements.

Financial Reporting

- Support the preparation of annual financial statements.
- Assist in external audits.

General and Ad-hoc Support

- Contribute to ongoing process improvements and ad-hoc projects.
- Provide ad-hoc financial analysis and support to the finance team.



ST GEORGE CHRISTIAN SCHOOL

JOB DESCRIPTION

What we're looking for:

- Tertiary qualification in Accounting, preferably with completion of (or working towards) the CA/CPA qualification.
- Proficiency in Excel.
- Demonstrated experience as a financial accountant.
- Attention to detail, analytical and inquisitive mindset.
- Ability to manage multiple tasks.
- Proactive and hands-on approach and ability to work autonomously or with a team.
- Strong communication and interpersonal skills.

The ideal candidate will have a strong background in accounting, excellent organisational skills, and the ability to work both independently and collaboratively in a fast-paced educational environment.

Remuneration:

Salary and related conditions are in accordance with the NSW Christian Schools General Staff Multi Enterprise Agreement 2020-2023.

Application Process

Forward your application including:

- Cover Letter
- [SGCS General Staff Application Form](#)
- Resume
- Copy of academic transcripts/qualifications
- References

to employment@sgcs.com.au by 4:00pm on Thursday 3 April 2025.

Earlier submissions will be considered.

St George Christian School's mission is to develop each person's character and gifts, for serving God and his people by promoting joy in learning, excellence in teaching and personal Christian faith and growth towards maturity. The School is committed to ensuring the safety, welfare and wellbeing of all children at the School and is dedicated to protecting them from abuse and harm.