



## POSITION DESCRIPTION

<b>Position Title:</b>	<b>Guilford Grammar School Foundation Accountant</b>
<b>Date:</b>	April 2025
<b>Reports to:</b>	Guilford Grammar School Foundation Executive Officer

## POSITION OVERVIEW

The Guildford Grammar School Foundation was created in 1974 for the purpose of securing the financial independence of the Guildford Grammar School and to further develop its standing as one of the foremost educational institutions in the country.

The Foundation manages a large portfolio of both commercial property and listed investments for the support and long-term benefit of the School.

The Foundation Accountant is an organised individual, with a strong attention to detail whose primary role is to support the Accounting and administrative needs of the Foundation. This role requires an individual with a solid background in accounting, preferably with CPA or CA qualifications, and expertise in using Xero Accounting Software is desired. The Foundation Accountant will process monthly financial statements, assist with board meeting preparations, maintain membership records, and support the Foundation's leadership with administrative tasks as needed.

## REQUIRED COMPETENCIES AND SKILLS

### Education and Training

- Accounting Degree – preferably CPA or CA qualifications.
- Experience using Xero Accounting Software and/or Xero Certification (highly regarded).
- Proficient in the use of Microsoft Office including Word, Outlook, Excel.
- Some administration experience supporting the key responsibilities.

### Personal Attributes and Values

- Highly organised with excellent time management experience.
- A confident ability to work in an unsupervised environment.
- Strong attention to detail and accuracy.
- Have a strong, professional work ethic.

## KEY RESPONSIBILITIES AND TASKS

- Processing and preparation of monthly financial statements from Xero software.
- Assist in the preparation and distribution of meeting agendas and board papers.
- Attend board meetings and accurately record meeting minutes – several meetings a year will occur outside standard business hours.
- Organise functions and meetings such as the Annual General Meeting.
- Maintain membership register.
- Other tasks as assigned by the Foundation President or Executive Officer.
- Occasional flexibility for additional hours may be required especially during the Foundations external audit requirements in February/March each year.

**This position description is intended as a guideline to illustrate the main job responsibilities. It is not intended to be an exhaustive list and may change within the scope of the role at the Manager's discretion. Employees may also be required to undertake other reasonable duties as directed**