



Position Title	Assistant Accountant
Department/Faculty	Business Operations
Classification	School Administration Services Grade 4 Level 4
Employment Type	Permanent Full-time
Reporting Manager	Financial Controller
Prepared	September 2026

About John Paul College

John Paul College (JPC) is one of Queensland's largest independent co-educational schools, providing a seamless learning journey from Early Learning to Year 12.

Established in 1982 by the community for the community, our motto - Unity | Christ | Learning, continues to shape our purpose: developing ethical, creative and service-oriented thinkers who courageously enrich society.

Our diverse community of more than 2,500 learners includes students from Early Learning through to Year 12, as well as those studying within John Paul International College's English Language Pathways. Grounded in our Christian Ecumenical identity, we welcome students of all faiths, cultures and backgrounds, fostering a globally connected community where every individual is known, valued and empowered to thrive.

Set across 33 hectares in Daisy Hill, Logan, our campus features dynamic learning environments designed to inspire curiosity, collaboration and excellence. Purpose-built learning spaces, outstanding sporting and performing arts facilities, and innovative educational environments enable students to discover their strengths, pursue their passions and flourish academically, socially and personally.

Guided by our mission to accelerate a dynamic learning community and ignite excellence in all, we equip young people with the confidence, adaptability and character to lead with purpose and make a meaningful contribution in an increasingly complex and interconnected world.

Our Values

Mutual Respect: We show mutual respect by:

- Accepting others, celebrating our diversity and individuality
- Ensuring fairness and equity in every interaction
- Being patient and tolerant with each other.

Integrity: We act with integrity by:

- Demonstrating honesty and truthfulness
- Leading honourable lives with humility
- Taking responsibility and meeting our obligations.

Compassion: We live with compassion by:

- Showing kindness and love to others
- Caring for the vulnerable and marginalised in our community
- Generously giving of ourselves through active service

Excellence: We strive for excellence by:

- Seeking knowledge and a deep understanding of the world
- Rising to the challenge of the complex, difficult and unfamiliar in our lives
- Setting and achieving aspirational goals.

Position Purpose

The **Assistant Accountant** reports to the Financial Controller via the Senior Accountant and is responsible for supporting the day-to-day accounting functions of the College, including maintenance of the General Ledger, Asset Registers, preparation of bank and ledger reconciliations, and for the provision of general accounting and processing support.

The **Assistant Accountant** is required to liaise on a daily basis with the Senior Accountant, Payroll Manager, Finance Officers and other College staff, and occasionally with parents and students. The role provides a support function to the Finance and HR team, assisting them with day-to-day processing tasks and escalations.

Reporting Relationships

The **Assistant Accountant** is managed by and works closely with the Senior Accountant for day-to-day duties, workflow and work performance, but reports to the Financial Controller.

The **Assistant Accountant** has formal and informal interactions with the Executive Leadership Team, Staff, Parents, Students, external providers of relevant services.

The **Assistant Accountant** provides coverage and support to other finance office staff as well as liaising with other business units within the college including the Canteen, Retail Centre, Outside School Hours Care and Property Services teams to support their financial processing needs.

Key Responsibilities

It is expected that the Assistant Accountant will:

General Ledger Maintenance

- Assist with maintaining the General Ledger, including journals and reconciliations
- Prepare monthly bank reconciliations
- Prepare various ledger reconciliations and month-end work papers as directed by the Senior Accountant
- Assist with the integration of stand-alone systems into the General Ledger
- Assist with maintaining asset tracking and asset registers
- Apply correct GST treatment during financial processing

Accounts Receivable

- Assist with the termly fee run process
- Provide support and guidance to the Accounts Receivable Officer as needed

- Assist in reviewing and updating Accounts Receivable procedures and documentation to reflect current practice and system requirements
- Cover Accounts Receivable functions while staff are on short-term leave

Accounts Payable

- Assist with the administration of corporate credit cards, including applications, limit changes and cardholder support
- Provide support and guidance to the Accounts Payable Officer as needed
- Assist in reviewing and updating Accounts Payable procedures and documentation to reflect current practice and system requirements
- Cover Accounts Payable functions while staff are on short-term leave

Payroll

- Support the payroll function on an ongoing basis, including timesheet and leave form collation and data entry
- Review payroll calculations for accuracy, including allowances, leave and overtime, prior to processing
- Assist with processing new starters, terminations and changes to employee pay and leave records
- Assist in ensuring payroll processing complies with the College's Enterprise Agreement, superannuation obligations and relevant taxation legislation

Financial Reporting and Compliance

- Assist in the preparation of periodic financial reports and annual financial statements
- Assist with the preparation of the annual Fringe Benefits Tax return

System, Policy and Procedures

- Provide general accounting support, including ongoing accounting system maintenance
- Assist with the design, implementation and continuous improvement of financial systems and controls
- Provide guidance and support to non-finance staff on using finance systems and understanding financial information relevant to their area
- Demonstrate a high level of confidentiality and discretion in handling sensitive financial and payroll information

From time to time, fulfilling these responsibilities may necessitate working additional hours, or attending College events outside of work hours.

This position description is intended to describe the general nature and level of work to be performed. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required. John Paul College reserves the right to amend this position description at any time.

Skills and Abilities

- Demonstrated experience in finance roles.
- Sound understanding of GST compliance requirements.
- Sound knowledge of business compliance regulations, including taxation and accounting standards.
- Strong computer literacy, with advanced Excel skills highly regarded.
- Strong customer service orientation, with a commitment to responsive and professional service delivery.
- Well-developed time management and planning skills, with the ability to prioritise competing demands.

- Strong interpersonal skills with the capacity to build positive, respectful relationships with students, parents, and colleagues.
- High level of discretion and professionalism in handling sensitive and confidential information.
- A clear understanding of, and alignment with, the College's strategic vision and values.
- Commitment to working in a manner that fully supports the Principal and overall leadership direction of the College.

Additional requirements

All employees of John Paul College are required to:

- Maintain a degree of flexibility in working hours from time to time as required for the position, including attendance at functions and events early in the morning, in the evening and on weekends.
- Accept that the College reserves the right to modify the position to meet its operating needs
- Assist and relieve in other positions from time to time.
- Demonstrate support for the College's philosophy, policies and procedures and core values.
- Undertake other reasonable and relevant duties within skills, knowledge and capabilities and as directed by the Principal or their representative.
- Support the College's core values and College's Christian Ecumenical ethos.
- This position involves working with children and will be subject to satisfactory employment screening for child-related employment in accordance with the law.

Qualifications

- Bachelor's degree in Accounting, Finance, or a related field is desirable.
- Candidates working towards, or committed to commencing, a professional accounting qualification through CPA Australia or Chartered Accountants Australia and New Zealand (CA ANZ) is desirable, but not essential.
- Current Blue Card / Positive Notice Working with Children check or ability to obtain one

Experience

- At least two years experience in a relevant role.

Selection Criteria

1. Demonstrated experience in an accounting or finance support role
2. Sound understanding of accounting principles, GST and relevant financial regulations.
3. Strong computer literacy, including proficiency in Microsoft Excel and accounting/finance systems.
4. Excellent interpersonal and communication skills, with the ability to explain financial information clearly to non-finance staff.
5. High level of accuracy and attention to detail, with the ability to manage competing priorities and meet deadlines.
6. Willingness to support the College's core values.

Award Conditions

- This employment is covered by the *Educational Services (Schools) General Staff Award 2020* ('Award') as amended from time to time.
- The position is classified in accordance with the Award, at Grade 4, Level 4.
- This is a permanent full-time appointment.
- Employment is a notional 38 hours a week.
- The work pattern is Monday to Friday, 8.00am to 4.15pm, with a 40-minute unpaid lunch break.
- Out of hours and weekend work may be required.
- The salary will be superior to the Award and paid in full compensation of all time worked and is inclusive of all legislative entitlements arising out of your employment, including but not limited to overtime, penalty rates, allowances, and any additional monetary entitlements that may otherwise be payable.
- The position is entitled to annual leave in accordance with the Fair Work Act 2009 (Cth) and the Award, as amended from time to time. As such, you are entitled to four (4) weeks annual leave, or such lesser pro-rata amount.