



## Accounts Administrator

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### Job Description (Support Staff)

<b>Position:</b>	Accounts Administrator
<b>Reports to:</b>	Business Manager
<b>Hours of work:</b>	37.5 hours per week, 41 weeks per annum (8:00am to 4:00pm, including a 30-minute unpaid lunch break)
<b>Classification:</b>	Grade 4 – Support Staff in Schools' Collective Agreement (SSSCA)

*This role aligns with Grade 4 because it:*

- Requires **independent management of a defined functional area** (reconciliations and system administration)
- Involves **analysis and problem-solving**, not just processing
- Requires **knowledge of systems and procedures and their correct application**
- Includes **responsibility for accuracy, completeness, and compliance**
- Provides **guidance to others (Kindo use)** without formal supervision

### Job Purpose

To provide high-quality financial administration with responsibility for maintaining the accuracy and integrity of the school's financial records through daily reconciliation processes, and to lead the effective operation and optimisation of Kindo.

The role applies established procedures with independent judgement, resolves discrepancies, and ensures systems and processes support audit readiness and operational efficiency.

### Key Responsibilities

#### 1. Financial Reconciliation and Control (Core Function)

- Independently perform daily reconciliation of bank accounts, credit cards, and associated clearing accounts in Xero
- Analyse discrepancies, investigate root causes, and resolve issues using judgement within established procedures
- Ensure all transactions are accurately coded, authorised, and supported by appropriate documentation
- Maintain complete and auditable financial records
- Identify patterns, anomalies, or risks and escalate where appropriate

## 2. Xero System Coordination

- Maintain integrity of financial data, ensuring consistent application of coding structures and processes
- Manage day-to-day system use, ensuring transactions are complete, accurate, and up to date
- Support reporting processes by ensuring data reliability
- Assist with audit preparation, sourcing and organising supporting documentation
- Maintain working knowledge of Xero through ongoing training

## 3. Kindo Administration and System Leadership

- Act as the primary school administrator for Kindo
- Set up and maintain payment items, events, and product structures
- Provide guidance and support to staff using Kindo
- Liaise with Kindo support to resolve issues and improve functionality
- Promote consistent and effective use of Kindo across the school
- Maintain system knowledge through ongoing training

## 4. Financial Administration Support

- Provide support across financial administration functions as required
- Contribute to maintaining effective financial processes and internal controls
- Prepare and organise information for audits and internal reviews

## 5. Occasional Operational Cover

- Provide occasional cover for reception, medical room, or student centre as required

## Key Relationships

- Business Manager
- International Department and administration staff
- Teaching staff and event coordinators
- External providers, including Kindo

## Skills and Experience

### Essential

- Experience in accounts administration or similar role
- Strong reconciliation and problem-solving capability
- High level of accuracy and attention to detail
- Experience with Xero or comparable financial systems
- Ability to work independently and manage daily priorities
- Confident working with digital platforms

### Desirable

- Experience with Kindo or similar payment systems
- Experience in a school or public sector environment
- Familiarity with audit processes

## Personal Attributes

- Takes ownership of assigned systems and processes
- Applies sound judgement within established procedures
- Proactive in identifying and resolving issues
- Communicates clearly and works effectively with others

## Person Specifications

1. Have the ability to work in a team with a common goal
2. Have a high level of self-motivation coupled with flexibility
3. Enjoy working with young people
4. To be able to gain the confidence and respect of students in order to influence their behaviour
5. To be a positive role model for students by:
  - a. Maintaining personal standards of dress and presentation appropriate for a member of the teaching/support staff profession
  - b. Observing professional standards of behaviour at all times while at school or on school-related activities
  - c. Valuing excellence and personal achievement
  - d. Demonstrating a commitment to the welfare of others

## Accountability

To participate in an annual self-appraisal, which will be designed to highlight personal strengths and achievements, identify any professional development needs and help focus on the key tasks and responsibilities required by this position.

## Job Description Approved By

Signed: \_\_\_\_\_ (Name) Date: \_\_\_\_\_

Signed: \_\_\_\_\_ CJ Healey, Principal Date: \_\_\_\_\_

**NOTE:** This job description is intended to focus on the important tasks and responsibilities of this position. This job description is not intended to be restrictive nor limit the tasks and responsibilities to only those described above