



About Us

The Anglican Schools Corporation (ASC) is a network of schools, established in 1947 by the Synod of the Anglican Church Diocese of Sydney. Operating across Greater Sydney, the South Coast and the Central West of NSW, ASC provides high-quality, affordable Christian education within a biblical worldview. The Corporation supports schools to deliver excellence in teaching and learning, maintain safe and efficient operations, and grow sustainably in service of local communities.



Our Vision:

Serving Christ by equipping students for His world.



Our Mission:

To provide affordable, high-quality Christian education.



Our Objectives:

- To provide high quality education within a Christian worldview that is shaped by the Bible.
- To communicate in word and deed the gospel of Jesus Christ to students, staff, parents and the wider community.
- To provide education that is financially accessible to local communities.
- To operate the Corporation efficiently and safely.
- To grow the Corporation.



Our Values:



Act justly

Serving with integrity, diligence and a commitment to excellence.



Love mercy

Showing kindness, respect and genuine care for others.



Walk humbly with God

Modelling humility, trustworthiness, teachability and servant leadership.



Role Description

Role Title:	Accountant
Written by and date:	Robert Meldrum, Financial Controller Feb 2026
Employee Name:	
Department:	Finance Department
Location:	Hurstville, NSW
Responsible to:	Senior Accountant
Positions reporting to this role:	Nil
Role context:	Working as part of the Finance team, the Accountant has responsibility for the maintenance of accurate financial accounts and the provision of accurate and timely financial information for 3-5 designated schools within the Corporation
Key working relationships:	<p><i>Group Office Support Teams:</i></p> <p>The Accountant works with the broader Finance, IT, Business Partners, and Capital Works teams to ensure correct and accurate financial reporting, as well as useful management reporting for those schools in their remit.</p> <p><i>School Administration Staff:</i></p> <p>The Accountant relies on a good working relationship with school administration staff, especially the Business Managers, to ensure their understanding of events at schools is adequate to correctly account for them and provide meaningful analysis for school leaders and governors in monthly management reporting.</p>
Role Purpose:	The Accountant is the primary point of contact regarding financial information for their designated schools. The Accountant provides school leadership and Business Partners accurate and useful financial information for the improvement and optimal management of their schools.

Key Responsibilities:	<p>The Accountant is responsible for all aspects of monthly management reporting pertaining to school financial performance and all financial reporting.</p> <p><u><i>Financial Reporting</i></u></p> <ul style="list-style-type: none"> • Maintenance of general ledgers for designated schools in accordance with Australian Accounting Standards and ASC policies • Complete and accurate accounting for Capital Works Projects • Appropriate accrual accounting for material transactions • Preparation of effective monthly balance sheet reconciliations • Preparation of annual Statutory Financial Statements • Preparation of annual Financial Questionnaires (FQs) • Preparation of other reporting required by the Commonwealth Government, NSW Government and Independent Schools NSW for acquitting funding received • Interaction with external auditors, including the preparation of working papers requested and explanation of relevant processes and controls as required
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Management Reporting

- Preparation of monthly financial and management reporting in accordance with ASC standard reporting format
- Provision of insightful and useful commentary in relation to school performance and KPIs
- Understanding current focus areas for school leadership and governors by developing relationships with Business Partners and school administration staff
- Understanding budget, progress and actual or potential variations to capital works projects by building relationships with Capital Works Managers and Business Partners
- Assist in preparation of annual budgets for designated schools, ensuring awareness of key factors and assumptions applied

Other Responsibilities

- Preparation of non-routine financial information and analysis for Business Partners and Schools as requested
- Review and approval of payments processed by the Accounts Payable Department for designated schools
- Assistance with FBT return
- Leadership as SME in one or more areas of accounting or reporting for the Corporation (e.g. Group wide funding allocations, payroll related journals, fixed asset accounting, leases, etc)
- Actively participate in continuous improvement with other members of the Finance Team
- Assistance with monthly BAS return

Requirements and Qualifications:

Essential

- Willingness to align to the values and mission of Anglican Schools Corporation
- Australian Citizen or Permanent Resident
- CA or CPA qualification (or currently progressing toward qualification)
- Customer service focus with effective written and verbal communication
- Ability to manage multiple tasks and work to deadlines
- Ability to write reports explaining complex financial matters in plain English
- Attention to detail
- Superior analytical skills and ability to explain variances
- Effective use of IT systems and software including intermediate to advanced use of MS Excel and intermediate use of Outlook, Word and PowerPoint

Desirable

- Knowledge of Great Plains Dynamics software and BI Tools (advantageous), alternatively exposure to large ERP
- Practising Christian, active in local church and able to provide a Minister's reference.



Acknowledgement of Role requirements			
Role holder: (Name and signature)		Date:	
Manager: (Name and signature)		Date:	