



## School Accountant – Part-Time Opportunity (0.8FTE)

The Knox School is an independent, co-educational, and non-denominational community from ELC to Year 12, where every student is known, valued, and supported to grow. Achievement, Care, Empathy, Resilience, Responsibility and Respect are equally valued here, because education is not just about what students learn, but about creating individuals who are adaptable, thoughtful, and ready to write their own stories.

Our teachers know their students deeply, creating personalised learning experiences that build confidence, spark curiosity, and inspire a lifelong love of learning. We celebrate individuality, courage, and connection, preparing young people to contribute thoughtfully and confidently to the world around them.

We have again been recognised as an Employer of Choice and one of the 5-Star Best Schools 2025 by The Educator, a testament to our commitment to creating an environment where both students and staff feel valued, inspired, and supported to thrive.

An exciting opportunity has arisen for a detail-oriented, proactive and experienced Accountant to join the TKS Team on a part-time basis (0.8 FTE).

The Accountant plays a vital role in delivering accurate and timely financial information through effective management of month-end processes, statutory reporting, and cross-functional financial support. This position is perfect for someone who demonstrates technical accounting expertise and thrives on partnering with stakeholders across the school to support sound financial decision-making.

In this role, you will work closely with the Finance & Risk Manager to provide strategic management of school finances, whilst maintaining the highest standards of accuracy and compliance. As a collaborative team player and skilled communicator, you will provide financial insights and support to budget holders, manage multiple priorities with efficiency, and contribute to the continuous improvement of finance processes. Above all, you will bring a proactive, solutions-focused approach and genuine commitment to supporting the financial health and sustainability of our school community.

### About the position:

- Prepare all balance sheet reconciliations and manage the month-end close process, ensuring accuracy and timeliness
- Coordinate daily bank reconciliations and prepare cashflow reporting and forecasting
- Manage Fixed Asset Registers and perform monthly depreciation calculations
- Prepare monthly Finance Packs including variance analysis, commentary, and insights for leadership
- Support staff and budget owners to prepare annual budgets and monthly reforecasts
- Prepare and lodge Business Activity Statements (BAS) and Annual Fringe Benefits Tax (FBT) returns
- Assist with external audits and Commonwealth and State government funding requirements
- Provide operational finance support across Accounts Receivable, Accounts Payable, and Payroll when required
- Contribute to the development of finance policies, procedures, and continuous improvement initiatives

## **About you:**

You will be a technically skilled accountant with strong analytical abilities, excellent communication skills, and a collaborative approach to working with stakeholders at all levels. You must support the School's vision and ethos and demonstrate the School Values of Achievement, Responsibility, Respect, Resilience and Care and Empathy. You will always be an excellent professional role model for our staff and students.

## **Working at The Knox School offers:**

- A supportive and stimulating work and learning environment set amongst beautiful grounds. We've again been awarded as a 5-Star Employer of Choice.
- Opportunities for ongoing development
- Employee Assistance Program
- Excellent resources
- Onsite car parking
- Onsite Community Café (with barista-quality coffee), Reformer Pilates and Gym
- Flexible part-time hours

## **The ideal candidate will have:**

- CA or CPA qualifications (or working towards)
- Formal Accounting qualifications with relevant experience, ideally 3+ years in a similar role within a finance team
- Current Employee Working With Children Check and Police Check
- Financial accounting skills including hands-on technical expertise in AP/AR, Payroll, month-end procedures and cashflow management
- Advanced level of computer skills, particularly with Microsoft Office Suite (Excel, PowerPoint, Word, Teams) at a highly proficient level
- Well-developed time management skills and the ability to manage competing priorities
- Excellent oral and written communication skills with high levels of active listening
- The ability to maintain confidentiality and professional rapport with colleagues and the school community
- A proactive team player who can communicate effectively at all levels of the School
- Experience with Synergetic and/or Alii, or similar education information systems (highly regarded)
- Knowledge and understanding of the School's obligations in respect of Ministerial Order No. 1359, the Reportable Conduct Scheme, mandatory reporting, record keeping in relation to student safety and wellbeing, the failure to disclose and failure to protect offences (and any other information sharing and reporting obligations that may arise). Training will be provided.
- Working knowledge of, and be able to adhere to, School policies and student safety practices, including those detailed in the Student Safety at The Knox School Handbook which can be accessed [here](#)
- A supportive and respectful attitude to students and their families and builds positive connections with all members of the school community
- A current Level 2 First Aid Qualification, including CPR, Anaphylaxis and Asthma Training (or willingness to obtain one). Training is provided by the school annually

## **Commitment to Student Safety:**

The Knox School is committed to providing a student safe and friendly environment, where children and young people are safe, feel safe and are able to actively participate in decisions that affect their lives.

We have a zero tolerance for child abuse or reportable conduct and are committed to acting in our student's best interests and keeping them safe from harm.

The School regards its student protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a student safe culture.

Applicants are invited to submit their resume along with a cover letter addressed to Fiona Kapkidis, Head of People & Culture (HR) via [www.seek.com.au](http://www.seek.com.au) by **Friday 27 February 2026**.

Applications will be reviewed as they are received, and qualified candidates may be interviewed before the closing date. We encourage those interested to apply as soon as possible, as the School reserves the right to make an appointment at any stage of the process.