



ST PAUL'S COLLEGE
WITHIN THE UNIVERSITY OF SYDNEY

Position Vacant

Accountant

St Paul's College is a residential college of and within the University of Sydney, for 300 undergraduate men and from 2019 for 140 postgraduate women and men. The College is currently expanding its operations and, as part of its growth, is seeking interest in a newly created position of Accountant based at its offices in Camperdown.

The role of Accountant is a critical position within the business and the duties will include:

- Timely production of monthly financial reports, including processing of all journals
- Monthly reconciliation of balance sheets, including intercompany accounts
- Maintenance of the Fixed Asset Register
- Preparation of quarterly BAS and annual FBT returns
- Assist with Year-End Audit and Statutory Reporting
- Any ad hoc accounting duties as directed

To be successful in this role, you will have:

- Degree qualification in Accounting and CA/CPA qualified (or studying towards)
- Outgoing and flexible approach with the ability to multitask, prioritise workload and meet deadlines
- Possess a hands-on approach and a 'can do' attitude
- Strong analytical and problem solving skills
- Good understanding of finance systems environment
- A working knowledge of StarRez and MYOB is advantageous, but not essential
- Intermediate to advanced MS Excel skills
- Minimum 3 years accounting experience

Please forward all expressions of interest to financemanager@stpauls.edu.au