



# Epsom Girls Grammar School

Te Kura Tuarua o Ngā Taitamāhine o Maungawhau

## Epsom Girls Grammar School Vision and Values

*Vision: Enabling students to be confident, active, resilient learners*

Epsom Girls Grammar School is a leading New Zealand school founded on traditions of service and commitment to girls' education and focused on developing young women to become confident and resilient learners, actively contributing to their communities.

*Values: Courage, compassion, curiosity, community*

<b>Person Specification:</b>	Assistant Accountant Permanent, Full-time, 37 ½ hours per week, 52 weeks per year with 4 weeks' paid Annual Leave
<b>Responsible to:</b>	Business Manager
<b>Involvement with:</b>	Business Manager, Principal, staff
<b>Primary responsibility:</b>	To contribute to the development of a learning environment in which the aims of the Learning at EGGGS Statement may be achieved within the specific context of leading sound financial management.

### Key Tasks include:

- Leadership of Finance Department staff
- Budget management
- Oversight of all finance department duties, including end of month journals and reconciliations
- Monthly and end of year financial reporting
- Asset Register management
- Account Reconciliations
- Preparation of Journals
- Manage cash flow

### Key Attributes:

- Demonstrate an understanding of, and commitment to Te Tiriti o Waitangi
- Understand and use restorative principles to maintain positive relationships with students, parents, teachers, coaches, and managers
- Accountancy qualifications essential
- Good written and verbal communication skills
- Able to meet deadlines
- Excellent customer service
- Experience and working knowledge of Xero accounting system
- Proven data entry accuracy
- ICT skills including Word, Excel, Google suite
- Initiative
- Understanding of the big picture and Strategic Leadership
- Proficiency in Microsoft Excel (V-look ups, formulas, pivot tables, charts)
- Knowledge of financial reports (PL statements, budgets, forecasting)
- Reviewing and reconciling data



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