



Position Description

Position Title: Assistant Accountant	Classification: Bond Level 4
Faculty/School/Office: Financial Services	Date Position Classified/Updated: March 2026

Purpose of the Position:

The purpose of this position is to provide support to the Financial Accountant and Chief Accountant on various financial accounting duties.

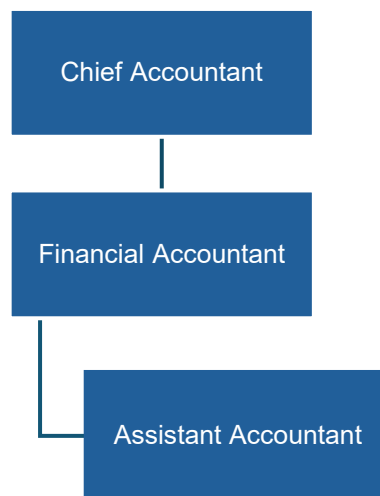
Reporting to the Financial Accountant, the Assistant Accountant will be required to assist in a wide range of functions performed by the Financial Accounting team including the preparation of financial statements and relevant taxation returns.

The incumbent will be required to manage their priorities and task scheduling with minimal direction. They will be required to liaise with internal and external clients providing advice and support to ensure that a corporate approach is adopted towards the continuous improvement of the financial accounting processes within the University.

This is a role that requires a highly capable, self-motivated person with the willingness required to acquire the knowledge, experience and skills to progress to higher levels of duties and responsibilities.

Reporting Relationship:

This position reports to the Financial Accountant:



Selection Criteria:

- A relevant tertiary degree qualification with one to two years' relevant work experience;
- Membership or currently studying for membership of a recognised Australian accounting body;
- High level numeracy and reconciliation skills, with demonstrated attention to detail and accuracy with figures;
- Knowledge of relevant Australian Accounting Standards and International Financial Reporting Standards;
- Knowledge of Australian taxation legislation, particularly in relation to GST, FBT, Income tax and Payroll tax;
- Demonstrated intermediate skills with Microsoft Excel including spreadsheet creation and the use of formulas and functions;
- Ability to use initiative, set priorities and meet deadlines;
- Demonstrated excellent communication skills, both written and verbal;
- Demonstrated ability to cooperate and liaise effectively with varied internal clients and to work effectively as a member of a team with minimal supervision.

Desirable Criteria:

- Experience working either in an accounting firm or in the financial department of a company.
- Previous experience in a tertiary environment or a large organisation.
- Good understanding of financial management and accounting concepts and processes including accounts payable, accounts receivable, bank reconciliations and general ledger reconciliations.
- Experience with corporate standard accounting software.
- Flexibility, ability and initiative to work within a continuous improvement environment.

Competency	Responsibility
Statutory Accounts	<ul style="list-style-type: none"> • Assist the Financial Accountant with the preparation of University Annual Audited Financial Statements • Assist with audit preparation • Assist in the preparation of all other statutory accounts and annual returns as required
Financial Data	<ul style="list-style-type: none"> • Ensure integrity of data is maintained so that financial and reporting information is timely and accurate • Processing of journals and other financial transactions across all University financial activities. • Preparation of reconciliations of University accounts
Taxation	<ul style="list-style-type: none"> • Preparation of the Business Activity Statement • Assist in the preparation of the FBT return • Collation of data for payroll tax and Workcover
Financial Processes	<ul style="list-style-type: none"> • Acquire and maintain a high level of knowledge of relevant taxation issues specifically GST and FBT • Be able to provide support to other team members within the Office of Financial Services as and when required
Client Service	<ul style="list-style-type: none"> • Liaise with and provide appropriate advice to staff from all faculties and departments on relevant financial processes and taxation issues (GST, FBT).
Reporting Responsibilities	<ul style="list-style-type: none"> • Continually review processes within the relevant areas, develop and report on recommendations for business process improvements and efficiency within areas of responsibility.
Quality Assurance and Continuous Improvement	<ul style="list-style-type: none"> • Demonstrate an understanding of, and contributes to, quality assurance and continuous improvement activities relevant to the role. • Perform duties in alignment with the Bond University Strategic Plan, University policies, and established quality assurance and review processes.

Cultural Safety, Inclusion and Respect	<ul style="list-style-type: none"> • Demonstrate respect for diversity and contributes to a culturally safe, inclusive and discrimination free workplace. • Engage respectfully with staff, students and stakeholders from diverse cultural, linguistic and social backgrounds, including Aboriginal and Torres Strait Islander peoples. • Comply with University policies and applicable anti discrimination and workplace behaviour legislation. • Participate in relevant training or development activities that support cultural safety and inclusive practice.
Work Health and Safety Responsibilities	<ul style="list-style-type: none"> • Take reasonable care for own health and safety and that of others, in accordance with the Work Health and Safety Act 2011 (Qld). • Comply with University WHS policies, procedures and instructions, including those relating to psychosocial health and safety. • Promptly report hazards, incidents and risks to their manager or through established reporting mechanisms. • Where the role has supervisory or managerial responsibilities, ensure risks are assessed, appropriate controls are implemented, and workers are consulted in accordance with WHS legislation. • Complete mandatory and assigned WHS training. • Comply with return-to-work program requirements following injury/illness.

Note – the successful applicant will be required to produce a certified copy of their highest qualification received prior to commencement of duty.

It is not the intent of this position description to limit the scope of this position in any way but to give an overview of this role at Bond University. You may at times be required to work at other tasks and areas as directed by the Management.