

Position Information Document FINANCE OFFICER

Name: TBA

Commencement Date: 5/12/16

Stream and Grade:

- Education Support Officer, Administration and Finance, Grade 3 or 4 (dependent on qualifications and experience)

Employment Category

- Permanent, 28 hours per week, 42 weeks per year

Key Working Relationships

- Leadership Team – Principal, Deputy, APRIM
- Admin Team – Business Manager, Finance Officer, Marketing & Communications Officer, WHS Officer, Administration Officer, Receptionist, Canteen Manager
- Staff

Special Conditions (eg allowances, etc)

- Any additional time worked (Overtime) is to be pre-arranged and approved by the Principal or Business Manager

Broad Purpose

The Finance Officer has a responsibility to the Business Manager but is ultimately responsible to the Principal for payroll administration and payroll matters, accounts payable (creditors), debtor management, maintenance and recording of employee records, human resource requirements and other financial and administrative related duties as required. The key responsibility is the efficient administration and maintenance of payroll, accounts payable, daily banking, school card and debt collection.

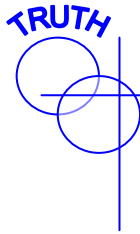
Duty Statement

Payroll

- Maintain, manage and administer Payroll using the Preceda payroll package to perform fortnightly payroll
- Maintain a current understanding of all payroll requirements in accordance with the relevant Enterprise Agreement to include staff service records, maternity and long service leave applications for staff, superannuation in accordance with ATO Legislation, staff salary sacrifice arrangements, and annual / sick leave accruals
- Maintain excel spreadsheet for all leave entitlements to ensure reconciliation with payroll system
- Liaise with staff regarding payroll passwords and other enquiries
- Prepare and reconcile monthly payroll journals
- Prepare and distribute for completion New Staff/TRT Packs
- Have the ability to interpret the Enterprise Agreement and various awards by providing advice in matters relating to employment appointments, conditions and entitlements to assist the Principal's Assistant with employment appointment letters
- Manage archiving of relevant payroll records

Accounts Payable

- Collate purchase orders and process tax invoices for accounts payable, ensuring purchases are authorised and are within set budget
- Maintain supplier database including EFT details
- Perform EFT/BPAY/Cheque run in a timely manner to ensure the school meets its credit obligations
- Perform end of month journals for Sub-Entities, ie Canteen, petty cash, OSHC; and adjustments, ie Credit card clearing, stationery and photocopying



Position Information Document
FINANCE OFFICER

Name: TBA

Commencement Date: 5/12/16

- Perform end of year stocktake for Uniform / Book Shop
- Maintain petty cash float, keeping accurate records for payments made

Accounts Receivable

- Actively review status of families' school fees in conjunction with the Business Manager at each instalment date and follow up families that are either not making fee payments or are falling behind
- Follow up long term outstanding debts
- Liaise with parents to put a payment plan in place to accommodate their needs and payment of their account
- Maintain a comprehensive record of any contact made with families in relation to communication regarding fees, fee commitments or personal circumstances with may assist in determining remissions
- Collate, submit and follow-up School Card applicants
- Assist families with the School Card re-assessment procedures

Administration

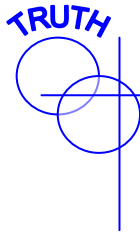
- Assist with the end of day function as required
- Count and process canteen daily takings
- Oversee collection of banking by money collection agent on a weekly basis
- Assist with school audit matters
- Assist other administration staff in day-to-day duties (as required), ie answering telephones, assisting visitors on front desk, receipting school fees or school related activities, first aid, uniform shop, etc.
- Organise and cater for school functions when required
- Other relevant duties as directed by Business Manager (line manager) and Principal

Person Specification

- Ability to demonstrate practical support for the Catholic ethos
- Interpersonal and good written and verbal communication skills
- Time and work management skills that ensure workload is managed and deadlines are met according to agreed priorities in a professional manner
- Welcoming demeanour with the ability to develop positive relationships both in a team situation and to our school parent community
- Ability to work autonomously and use initiative
- Ability to maintain a high level of confidentiality and ensure confidential information is handled appropriately
- Ability to work collaboratively with the Administration team to ensure the smooth running of group goals
- Demonstrate and apply a high level of understanding of payroll processing to include interpretation of the Catholic Schools Enterprise Agreement 2013 (as amended)
- Demonstrate effective skills in debt collection and payments to creditors

Qualifications and Experience

- Sound working knowledge of Microsoft Office applications
- Accurate data entry with computerised databases (school currently uses CeSIS for Student information and DUX for finance)
- Experience in customer service and working in an office environment
- Experience in Debt Collection
- Qualification in Accounting or working toward
- Experience in processing payroll (working knowledge of Preceda Payroll would be an advantage)



**Position Information Document
FINANCE OFFICER**

Name: TBA

Commencement Date: 5/12/16

Work Health & Safety Responsibilities

"Worker"

This role is deemed to be a *Worker* under the South Australian Work Health and Safety Act 2012.

As a *Worker*, while at work you must –

- take reasonable care for your own health and safety
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- comply, insofar as you are reasonably able to, with any reasonable instruction given by the employer
- co-operate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers

Reference: Division 4, Section 27 and 28 WHS Act 2012

Training / Certification

- Basic Emergency Life Support (BELS)
- Responding to Child Abuse and Neglect Certificate (formerly Mandatory Notification training)
- Police Clearance to work in Catholic Education SA letter (DCSI)
- Electronic Screening Through CEO

Performance Review

- The employee must undertake performance review on an annual basis
- On the first anniversary of appointment and biennially thereafter, or at another mutually agreed time, consultation will occur between the employer and the employee to ensure that the duty statement is accurate.

Acknowledgement

I have read and understood the requirements of this position. I acknowledge that this Position Information Document has been designed to indicate the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.

SIGNED _____ Date _____
(Principal or Delegate)

SIGNED _____ Date _____
(Employee)

ROLE REVIEW DATE:	2017
PERFORMANCE REVIEW DATE:	Term 2 & 4 annually