



EDUCATION SUPPORT OFFICER-FINANCE Position Information Document

Position Title	Education Support Officer Finance		
Grade:	5		
Stream	Resources <input type="checkbox"/>	Admin & Finance <input checked="" type="checkbox"/>	*
	Curriculum <input type="checkbox"/>	Boarding House <input type="checkbox"/>	
	Extension <input type="checkbox"/>	Stream <input type="checkbox"/>	

Key Working Relationships:

Principal	Allied Health Team, Teachers and ESOs
Assistant to the Principal- Operations	Students
Administrative Staff	Parent/Carers

Broad Purpose

The Finance Officer has responsibility for the financial management of the school including payroll administration and payroll matters, establishing and monitoring school budgets, maintenance and recording of employee records, human resource requirements and other financial and administrative duties as required.

DUTY STATEMENT

Not limited to:

Payroll

- Maintain, manage and administer Payroll using the Preceda payroll package
- Calculate salary steps for salary determination forms and maintain salary steps/grades for staff.

- Manage Salary Sacrifice arrangements for staff for items as allowed under the Enterprise Agreement.
- Liaise with staff on all salary issues in relation to awards, enterprise agreements & personnel
- Maintain a current understanding of all payroll requirements in accordance with the relevant Enterprise Agreement to include staff records, maternity and long service leave applications for staff, superannuation in accordance with ATO Legislation, staff salary sacrificing arrangements, and annual/sick leave accruals
- Maintain and monitor all leave entitlements to ensure reconciliation with the payroll system
- Liaise with staff re payroll passwords, salary sacrificing and other enquiries
- Prepare and reconcile monthly payroll journals
- Manage archiving of relevant payroll records.

Budget

- Prepare & present budget reports/notes for finance committee to present to School Board
- Provide Leadership in preparation of the annual budget in consultation with leadership, staff and the Finance Committee
- Attend Finance Meetings
- Prepare fee schedule for School Board
- Proactively monitor and supervise all budget areas including curriculum spending and classroom spending
- Establish and maintain cash flow for each month.
- 5 Year Financial Plan.
- Monitor the various accounting and HR systems used by the school e.g. DUX, CIVICA, CeSIS and Preceda.

Accounts Payable & Receivable

- Undertake month end reconciliation, roll-over, financial reporting and analysis
- Responsible for cash flow budget and cash flow management
- Collect purchase orders and process tax invoices for accounts payable, ensuing purchases are authorised and within set budget
- Maintain supplier database including EFT details
- Perform end of month journals for Payroll and Superannuation
- Prepare and follow up insurance claims
- Be responsible for the analysis and distribution of the school fees to families
- Monitor fee collection, plus in consultation with the Principal, negotiate with parents re fees in accordance with school policy
- Maintain a comprehensive record of any contact with families in relation to communication regarding fee, fee commitments or personal circumstances which may assist in determining remissions
- Collate, submit and follow up School Card applicants
- Follow up long term outstanding debts
- Be responsible for the issuing of invoices, the adjusting of accounts, credit notes
- Maintains records of school financial transactions.

Administration

- Assist with school audit matters
- Arrange for annual audit of school accounts
- Liaise with the Catholic Church Endowment Society, the South Australian Commission for Catholic Schools and other financial institutions in relation to loans for Capital projects
- Maintain the school's Asset Register
- Archive old records
- Ensure that adequate funds are available for ongoing maintenance and replacement of school resources
- Assist other administration staff in day to day duties (as required) i.e answering telephones assisting visitors on front desk, receipting school fees and school related activities
- Participate in ongoing training and development
- Other duties as directed by the Principal

Human Resources

- Maintain confidential staff personnel records, ensuring records are up to date and maintained through regular review and monitoring
- Support the preparation and submitting to CESA claims for reimbursement of staff costs as appropriate (LSL, Parenting Leave, Sick Leave etc.)
- Manage all enquiries related to staff leave
- Prepare and distribute for completion New Staff /TRT packs
- Have the ability to interpret the Enterprise Agreement and various awards, provide advice in matters relating to employment appointments, conditions, entitlements and assist with the employment appointment letters
- Provide salary information to CCI for workers compensation claims and complete necessary Salary Claim Forms
- Complete census reports including WGEA and FQ On the Internet
- Support the Principal in fulfilling all statutory and legal requirements relating to finance and business
- Prepare financial reports and accountability returns as required (School, DEST, NGSRB, CESA etc.)
- Prepare government funding submissions and administer funding grants.

PROFESSIONAL ATTITUDE and BEHAVIOUR

- Contribute to and actively support the Catholic ethos of the school and be willing to participate in all aspects of school life
- Possess the ability to work autonomously
- Be self-motivated and proactive
- Demonstrate excellent organization skills with the ability to prioritise tasks and meet deadlines
- Have the ability to maintain high levels of confidentiality at all times
- Resolve conflict in appropriate and helpful ways
- Ability to be flexible and manage a range of tasks at one time
- Use a collaborative approach and have the ability to work as part of a team
- Possess excellent interpersonal skills and communication skills and communicate effectively with staff, parents and the broader community
- Demonstrate competence in general reception and clerical duties

- Understand and adhere to the requirements of the Privacy Act in relation to staff, students and families at Our Lady of La Vang School
- Have a commitment to professional development.

SPECIFIC REQUIREMENTS

Qualifications, Training and Experience

- First Aid for Schools and Centres or Senior First Aid Certificate
- Current Responding to *Abuse and Neglect Education and Care mandatory* training
- Police Clearance to work in Catholic Education SA
- Qualifications in Finance/ Accounting
- Proven extensive experience in financial management within a school or educational environment
- Sound working knowledge of Microsoft Applications
- Experience in processing payroll using the Preceda system
- Accurate data entry with computerised databases and experience using DUX Finance and CeSIS

OTHER CONDITIONS

- Participate in good character screening processes and hold a current acceptable Police clearance;
- Act at all times in accordance with the CESA Code of Conduct;
- Comply with the Work Health & Safety management system and, as a worker, while at work:
 - Take reasonable care for their own health and safety
 - Take reasonable care that their actions or omissions do not adversely affect the health and safety of other persons
 - Comply, in so far as they are reasonably able, 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.
(Ref: Division 4, Section 28 – SA Work Health and Safety (WHS) Act 2012)

PERFORMANCE REVIEW

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

SIGNED _____
(Principal or Delegate)

Date _____

SIGNED _____
(Employee)

Date _____

PERFORMANCE REVIEW DATE (Annual) _____

ROLE REVIEW DATE (Biannual)
