



St Francis Xavier's Regional Catholic School

Position Information Document

Finance Officer – Accounts Payable & Payroll

INTRODUCTION

Name				
Position Title	Finance Officer – Accounts Payable & Payroll			
Stream	<input type="checkbox"/> Resources	<input checked="" type="checkbox"/> Administration	<input type="checkbox"/> Curriculum	
	<input type="checkbox"/> Boarding House	<input type="checkbox"/> Extension	<input type="checkbox"/> Services	
Employment Category	<input checked="" type="checkbox"/> Permanent	<input type="checkbox"/> Replacement	<input type="checkbox"/> Temporary	<input type="checkbox"/> Casual
Grade	4	Year	1	
Commencement Date	ASAP			
Hours worked per week	37.5 hours per week (negotiable) 8am-4pm			
Weeks worked per year	43			

KEY WORKING RELATIONSHIP(S)

- Principal
- Office Administration
- Business Manager
- Accounts Receivable Officer

DESCRIPTION OF POSITION

Finance Officer: Creditor payments; Payroll.

DUTY STATEMENT

Accounts Payable

- Payment of all invoices for the school, including OSHC, PCC, Uniform Shop etc in CEFIN through:
 - EFT (Electronic Funds Transfer)
- Process reimbursement payments to staff
- Data entry of all payables and credit notes, ensuring input data corresponds to paperwork
- Coding of invoices to applicable GL account
- Maintenance of invoice payment cycle
- Maintain/Update suppliers information on CEFIN
- Enter new suppliers in CEFIN
- Enter new general ledger codes as required in CEFIN in consultation with the Business Manager
- Filing of all paid invoices
- Attend to creditor queries as required



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Payroll

- Responsibility to prepare and process payroll in Preceda
- Record and maintain all relevant leave details
- Update leave records as required
- Maintain all staff files in accordance with auditing requirements
- Enter and maintain staff information on Preceda
- Prepare payroll postings in Excel spreadsheet for posting to Preceda
- Prepare monthly superannuation payments to NGS and other super funds, and ensure superannuation payments and requests are made
- Attend Preceda training as required
- Complete end of year process for staff records on Preceda
- Liaise with Receptionist to ensure Leave Forms are distributed and processed for staff

Accounts Receivable

- Work closely with the Accounts Receivable Officer
- Assist with the follow up of outstanding debtors as required
- Perform end of day functions in the absence of the Accounts Receivable Officer
- Perform adhoc receipting
- Work closely with Business Manager re debt recovery process

Petty Cash

- Maintain the school's Petty Cash
- Reconciliation of Petty Cash

Front Desk Support

Provide back up support to the Receptionist in the following areas as required:

- Respond accurately and appropriately to enquiries of a general nature by telephone or in person
- Record and determine the nature of enquiries, redirecting enquiries to appropriate staff in the most suitable and efficient manner
- Ability to greet visitors to the school ensuring they are attended to in an efficient and courteous manner
- Provide information to students and parents as required
- Assist with first aid requirements

General

- Monitor and report on teacher and faculty budget lines as directed by the Principal and Business Manager
- Perform any other duties as required from time to time by the Principal

PERSON SPECIFICATIONS

- Contribute to and actively support the Catholic ethos of the school and be willing to participate in all aspects of school life
- Model a culture of cooperation, selfless assistance and professionalism amongst staff
- Use a collaborative approach and be willing to work as part of a team
- Possess excellent interpersonal skills and communicate effectively with staff, parents and the broader community
- Possess the ability to work autonomously, be self-motivated and proactive



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- Demonstrate excellent organization skills with the ability to prioritise tasks and meet deadlines
- Be flexible, loyal and have the ability to maintain high levels of confidentiality at all times
- Demonstrate competence in general reception and clerical duties
- Maintain high standards in all areas of school life
- Understand and adhere to the requirements of the Privacy Act in relation to staff, students and families at St Francis Xavier's school
- Have a commitment to professional development
- Have the ability to foster positive relationships with students, staff and parents

WORKPLACE HEALTH & SAFETY

Commitment

- Support the development and maintenance of a best practice WHS culture within their workplace
- Adhere to safe work practices
- Encourage colleagues and others on the worksite to adhere to safe work practices
- Be responsible for WHS and maintenance in any area or classroom designated

Legal and Policy Requirements

- Comply with all relevant policies and procedures
- Improve systems of work and safe practices

Plans and Budgets

- Implement relevant actions in WHS plans as required by their supervisor

Performance and Training

- Participate in relevant WHS training programmes
- Provide appropriate WHS training for persons using designated areas
- Include WHS goals and responsibilities in their role descriptions and performance plans in consultation with their supervisor

Risk Management and Hazard Control

- Report hazards and unsafe workplace practices associated with the workplace to their supervisor
- Suggest improvements or recommend changes to avoid, eliminate or minimise workplace hazards

Incident Reporting and Investigation

- Report work related injuries and incidents in accord with the Catholic Church Safety Manual
- Participate in the investigation of potential hazards, dangerous occurrences, WHS incidents and near misses in accord with the Catholic Church Safety Manual

Consultation

- Raise WHS issues with their work colleagues, supervisor, or local WHS committee, and assist with their resolution.
- Regularly discuss WHS issues with other staff at staff meetings
- Regularly consult with colleagues on WHS issues, and actively participate in WHS committees if required.

Monitoring

- Monitor and evaluate their WHS performance
- Monitor the health, safety, and well-being of work colleagues to ensure they can undertake their work safely
- Participate in workplace WHS inspections/audits, and assisting in the maintenance of WHS facilities, resources, equipment and information
- Monitor workplace WHS performance and progress of the WHS action plan for the site



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SPECIFIC REQUIREMENTS

Qualifications and Training

- First Aid for Schools and Centres or Senior First Aid Certificate (if nominated First Aid/Health Care Officer)
- Approved Responding to Abuse and Neglect training
- Police Clearance to work in Catholic Education SA
- Competence in the Microsoft Office suite
- Competence in the school's student and finance operating systems - CEFIN, Receipts Plus and CESIS

PERFORMANCE REVIEW

- The employee must undertake a 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.

Signed (Principal or Delegate) _____ **Date** _____

Signed (Employee) _____ **Date** _____