

Position Information Document

Finance Officer – Accounts Payable

Marcellin Campus

Context

As a Catholic college in the Marist tradition, Sacred Heart College is “a centre of learning, of life, and of evangelising.” Marist schools lead their students and staff “to learn to know, to be competent, to live together and most especially to grow as persons” (Institute of Marist Brothers of the Schools, 1998, [126]).

The Finance Officer – Accounts Payable is an integral member of the Finance Department. They are responsible for ensuring sound management of Finance Operations for the College. The Accounts Payable Officer will perform the day to day processing for two days per week of accounts payable transactions to ensure the College finances are maintained in an effective, up to date and accurate manner.

Broad Purpose

The Finance Officer – Accounts Payable will:

- Understand, support and contribute to the Catholic dimension and values of the College;
- Undertake their role in a manner which is friendly, positive and supportive of others;
- Communicate with suppliers, families, staff and students in a personable and supportive manner;
- Demonstrate commitment to maintaining confidentiality of personal records and information;
- Demonstrate a willingness to support change and progress throughout the College;
- Possess basic knowledge of accounting practices and skills;
- Be experienced in a similar role, and/or in a school or college environment; and
- Experience in working with Synergetic, SEQTA and FACTS, or similar school, finance and fee management systems will be considered advantageous.

Personal attributes

- Understanding and support of the Catholic and Marist traditions, culture and ethos;
- Friendly, positive and supportive of others;
- Willingness to be flexible and adaptable;
- A commitment to maintaining confidentiality of personal records and information; and
- A willingness to support progress or change.

Key Areas of Work

Invoicing & Data Entry

The Finance Officer – Accounts Payable will:

- Receive and verify invoices and orders for goods and services;
- Uploading invoices to Docuware and Synergetic for approval and payment; and
- Verify that transactions comply with financial policies and procedures.

General ledger & Asset Register

The Finance Officer – Accounts Payable will:

- Maintain the General Ledger including reconciliation of suspense account; and
- Maintain Asset Register and ensure balance with General Ledger as per policies and procedures.

Weekly EFT Payments

The Finance Officer – Accounts Payable will:

- Manage the weekly EFT 'run' including approval to pay, EFT bank submission and subsequent remittance emailing.

Reconciliation and Monthly, Quarterly & Annual Reporting

The Finance Officer – Accounts Payable will:

- Process monthly bank reconciliations;
- Reconcile monthly credit card statements;
- Control Petty Cash Account and supporting documentation;
- Collate, print and distribute monthly financial reports; and
- Work with College Auditors in the undertaking of their duties at year-end.

General Administration

The Finance Officer – Accounts Payable will:

- Maintain staff social club records and purchase gifts, flowers and cakes accordingly. Liaise with department managers to coordinate milestone and end of year presentations;
- Process Uniform Shop invoice payments and monthly bank reconciliation in consultation with the Uniform Shop Manager;
- Processing of Leave requests to the employee, synergetic and Preceda as requires by the Payroll Officer; and
- Provide back-up for Accounts Receivable and for Payroll Officer as required.

General

- Perform any other duties in line with your current classification as required from time to time at the discretion of the Principal.

Other certifications

The employee must acquire and maintain:

- current Working With Children Clearance (Police Clearance) to work in Catholic Education SA;
- current police clearance – with no financial convictions or disqualifications;
- approved Mandatory Notification training (Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate);
- First Aid certificate or qualification (as applicable);
- currency of practice and relevant certifications or registration required for the safe and effective execution of the role; and
- awareness of, and compliance with, clearance and screening requirements for employees, volunteers and contractors.

Workplace health and safety

Workers have a responsibility to:

- take reasonable care for their own health and safety;
- take reasonable care to not adversely affect another person at work through acts or omissions;
- follow reasonable instructions given to ensure health and safety; and
- cooperate with reasonable policies and procedures made available to staff, which are designed to protect people at work.

In practical terms this means to:

- use appropriate equipment and safe work procedures designed to ensure health and safety;
- participate in training programmes as requested;
- report unsafe/unhealthy conditions (hazards) in their work environment;
- report incidents or near misses which have or could have caused injury; and
- become familiar with and follow the policies, procedures and information about WHS available to staff on CompliSpace.

Behavioural Expectations and Fair Treatment in the Workplace

Employees of Sacred Heart College are expected to:

- comply with the Code of Conduct for Staff Employed in Catholic Education SA;
- comply with legislation, policies, procedures and protocols regarding the non-acceptance of any unfair workplace treatment – discrimination, harassment and/or bullying; and
- report any concerns and/or ask questions or seek assistance regarding anything you are unsure about.

Performance review

All employees are required to proactively participate in the College's Performance Development Program including periodic review

Conditions of employment

Employer:	Sacred Heart College
Award:	South Australian Catholic Schools Enterprise Agreement 2020
Category:	Education Support Officer
Stream:	Administration (Finance)
Classification:	Grade 4
Prime location:	Marcellin Campus, Somerton Park, but with flexibility to work at any College site as required.

Reporting/working relationship

Line management from:	Finance Manager
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The College Principal is responsible for general employment conditions.

References

Institute of Marist Brothers (1998). *In the Footsteps of Marcellin Champagnat: A vision for Marist education today*. Institute of the Marist Brothers of the Schools; Sydney, Australia.