

Senior Finance Officer

ROLE DESCRIPTION

ROLE TITLE:	Senior Finance Officer
CLASSIFICATION:	Administration Stream (Finance) – Grade 4
COMMENCEMENT:	ASAP
TENURE:	Full-Time Permanent
HOURS OF WORK:	5 days per week (Monday to Friday) – 48 weeks per year 8.15 am to 4.30 pm (37.5 hours per week)
BREAKS:	15 minute paid morning tea break 45 minute unpaid lunch break
ADDITIONAL:	Flexibility of working hours and days will be required during peak workload periods.
COLLEGE:	St Michael's College (Located at the Secondary Campus)
RESPONSIBLE TO:	Senior Accountant
KEY RELATIONSHIPS:	Internal: Principal, Business Manager, Finance Team, Human Resource Team, College Staff External: College community families and visitors, and other service providers.

PURPOSE

St Michael's College is a Catholic co-educations College in the Lasallian tradition which is committed to the human and Christian education of the young, especially the poor, through: Community, Challenge and Choice.

Community

We are an inclusive and respectful community where each individual is known, valued and cared for enabling them to feel confident to explore their curiosities, flourish and fully realise their potential.

Challenge

Individual growth is achieved through engagement, opportunity and recognition, underpinned by a positive learning culture that is authentic, challenging and supportive.

Choice

Through a quality Lasallian education, inspired by the Gospel and a concern for social justice, students are empowered to better choose who they become as people, learners, and leaders in the world.

POSITION OBJECTIVE

The Senior Finance Officer will provide and apply a wide range of personal and financial skills to help deliver effective and efficient service to the College community and provide support for the Senior Accountant and Finance team members as required.

This position has a broad range of day-to-day financial tasks and activities, assisting with general accounting, budgets, audits, school fees as well as financial activities related to school assets. Financial operations are effectively managed in accordance with accounting practices/principles and are consistent with the College's Strategic Plan and business objectives.

All responsibilities of staff members are to be conducted in a manner consistent with the Mission Statement and values of St Michael's College. Working with parents/guardians/caregivers building relationships of trust. All staff are expected to deliver a positive and warm welcoming environment and will be required to provide cover for other Finance staff at times.

ROLE PERSONAL SPECIFICATIONS

- Independent professional judgement and advance level of financial expertise
- Outstanding attention to detail, commitment to customer service and ongoing improvement.
- High level of communication (verbal and written) and teamwork skills to work collaboratively and flexibly with, and support and assist others
- Ability to take responsibility for own outcomes, take direction and act on it and utilise initiative to achieve required outcomes
- Good time management and organisational skills including the ability to effectively prioritise tasks
- Proficient skills and knowledge in using a range of office equipment and computing systems and software
- Demonstrated ability to maintain confidentiality and sensitivity.
- Demonstrated ability to support leadership with emergencies and/or unexpected situations
- Willingness to positively participate in required training, professional development and professional reviews.
- Conscientious, reliable and values driven
- Customer focused attitude to staff, students and the wider community
- Strong interpersonal skills with the ability to relate to different people
- The highest level of loyalty and discretion, and the capacity to maintain the strictest level of confidentiality
- A commitment to uphold and contribute to the ethos of St Michael's College.
- A resourceful team member who can operate in a collaborative and inclusive environment

ROLE RESPONSIBILITIES

Duties & Responsibilities

- Assist the Senior Accountant with the compilation of annual audit process and adequate working papers including preparation and posting of end of year journals.
- Assist with the preparation of monthly financial reports
- Undertake end of month financial reconciliations ensuring accuracy with financial records
- Maintain accurate general ledger records and provide regular reconciliations to the Senior Accountant
- Undertake all payroll related journals as required.
- Carry out Bank Reconciliation postings on a daily basis
- Develop, implement, and maintain finance and associated systems and procedures in accordance with college policies to meet legislative and governance requirements
- Provide assistance to the Senior Accountant with the accurate processing and approval of accounts payable matters including utilising the purchase order platform (Alii)
- Act as the supplier administrator for the College QKR application, ensuring efficient use of and reporting from the online platform. Collaborate with relevant departments, provide required training, and monitor and evaluate the effectiveness use.
- Maintain and monthly reconciliation of the school's Asset Register
- Assist the Senior Accountant to submit monthly BAS Returns and associated GST and FBT requirements

- Provide support to College departments with cash floats, electronic payment devices to facilitate successful hosting of events.
- Assist the Senior Accountant to administer funding grants
- Provide assistance to the Senior Accountant for all reporting to external bodies, including the preparation of various reports and returns for Commonwealth and SA Governments including funding accountability certificates, Census and Financial Questionnaire (FQ) reports
- Provide support and adherence to the debtor process with parent follow ups including providing regular updates to the Senior Accountant
- Assist in the preparation and review of the fee statement preparation and billing process as required
- Maintain a degree of flexibility in working hours from time to time as required for the delivery of the College Compliance deadlines

QUALIFICATIONS AND EXPERIENCE

- Certificate IV in Accounting, Finance, Business (or equivalent) and/or relevant demonstrated knowledge and experience in a comparable role
- Proven experience in financial related area at a mid-operational level. Experience within a school/educational environment is highly desirable
- Ability to apply high level specialised knowledge of financial and taxation legislation and regulation relevant to business.
- Two or more years' experience in accounts payable and debt collection in a school setting
- Have experience with customer services and client (parent) communication in a school setting
- Have a pleasant "can do" attitude with the ability to use initiative.
- Advanced knowledge Microsoft Office suite, databases and relevant financial software programs
- Excellent communication, listening and negotiation skills
- Be willing to support for the Lasallian and Catholic Ethos of the College together with a willingness to work as part of a team.

CERTIFICATIONS

- Current Driver's Licence
- Applicable First Aid Certificate relevant to the role requirements
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA
- Current valid Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate
- CESA Staff do not need to be vaccinated against COVID-19 as a condition of employment, with the exception of CESA Staff working in High-Risk Settings. CESA Staff are however strongly encouraged to have and maintain an Up-To-Date Vaccination Status in accordance with the ATAGI statement. The vaccination requirement for CESA Staff working in High-Risk Settings is a condition of employment or engagement unless an exemption is approved in accordance with the CESA COVID-19 Vaccination Policy.

WORK PLACE HEALTH & SAFETY

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) 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, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- Cooperate 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 28 – SA WHS Act 2012)

PROFESSIONAL EXPECTATIONS

- Adherence at all times to the St Michael's College Code of Conduct [CodeofConduct_SACCS_May2020.pdf](#) . This Code applies standard for appropriate ethical and professional behaviour
- Demonstrate understanding and implementation of the Mission and Vision of St Michael's College as a Catholic school in the Lasallian tradition
- Enhance the College's relationship with external stakeholders through positive interactions and communication
- Maintain professional and courteous relationships with internal and external providers and clients
- Maintain confidentiality at all times
- Flexibility and willingness to work outside normal office hours when necessary
- Demonstrate the values of the College through personal behaviour
- Demonstrate safe behaviour at all times
- Comply with the College's standards and procedures in WHS
- Reporting of all WHS hazards and incidents

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.

Position Description Review: 2nd May 2025