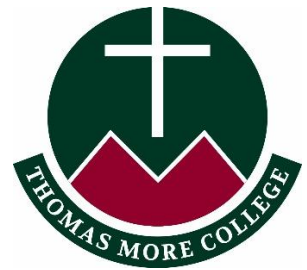


# THOMAS MORE COLLEGE

## Position Information Document



Thomas More College believes education is at the heart of a life well lived. It is a philosophy we instil in our students and one which underpins our College maxim of **Learn More • Live More • Be More.**

## EDUCATION SUPPORT OFFICER

<b>Title:</b>	Finance Officer (Accounts Receivable)		
<b>Employment Type:</b>	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Replacement		
<b>Stream:</b>	Administration	<b>ESO Grade:</b>	3
<b>Hours/Days of Work</b>	Monday to Friday, 8:00am – 4:00pm	<b>Weeks Per Year:</b>	43

### PURPOSE OF ROLE

The Finance Officer contributes to the provision of a quality finance and administration service leading to effective administration and management of the business functions of the College. The position is responsible for Accounts Receivable and assists with Accounts Payable and other Finance or Administration tasks as required.

### PERSON SPECIFICATION

#### Knowledge, experience, and qualifications

- Relevant demonstrated knowledge and experience in a comparable role including knowledge and experience with debt collection processes, finance and computer systems .
- Experience working in a school setting is highly desirable.
- Skilled in the use of various Microsoft Office programs, and in learning other software and databases.
- Demonstrated broad knowledge and experience, including theoretical concepts, of general financial systems and practices to ensure compliance.

#### Skills and abilities

- Strong organisational skills with attention to detail; the ability to meet deadlines.
- High level of proficiency in using a computer and applicable programs, particularly Microsoft Office (i.e. Word, Excel, Outlook), databases, finance and payroll systems, and other office equipment to fulfil the requirements of the role.
- Ability to work with little direct supervision, undertaking enquiries to clarify technical requirements, and utilising discretion and applying judgement to a range of finance problems.
- Effective and positive communication and a high level of interpersonal skills to engage with and deliver a responsive professional finance service to the school community and other stakeholders.
- Ability to take responsibility for own outcomes and demonstrate significant initiative and responsibility to successfully provide a professional finance service.
- High level time management and organisational skills and ability to prioritise tasks and meet required timelines.
- Demonstrated capability to apply solutions to a range of problems and analyse and plan approaches to problems or management requirements in area of responsibility.

- Demonstrated ability to maintain appropriate confidentiality.
- Commitment to continuous improvement and learning to remain current with area of specialty, undertake required training in a timely way and positively participate in professional reviews.

## **KEY RESPONSIBILITIES**

The broad responsibilities for the role include, but are not limited to:

- Undertake the planning, invoicing, fee processing, account distribution, and debt collection preparation (Accounts Receivable) in accordance with College and SACCS policies.
- Support the end-to-end accounts payable process by ensuring accurate invoice matching, authorization, budget compliance, timely payments, ledger reconciliation, documentation maintenance, and effective creditor communication if required.
- Assist with other finance related tasks as requested.

Specifically, the role will undertake the following:

### **Accounts Receivable**

- Assist with the planning and processing of the College fees and charges.
- Raise invoices to families, customers, and staff on behalf of the College and as directed by the College Accountant or Business Manager.
- Assist with the process of charging additional fees as per the College's Policies.
- Assist with the preparation of information required by the College so that accounts can be forwarded to debt collectors, as directed by the Business Manager and Principal, and ensure records are adjusted and maintained.
- Assist with the distribution of Family Accounts in a timely manner, and in line with College and SACCS policies.
- Be first point of call for debtor queries.
- Management of debtor list including regular contact with debtors.

### **Other Tasks, including**

- Cash handling, including receipting and reconciling of bank payments and monies collected, and management of petty cash
- School bus payment management, including using the new online payment and student tracking facility
- Assist with School Card applications, processing of discounts and associated tasks
- Management of Petty Cash
- Management, reconciliation and reporting on specific College activities as directed, e.g. student excursions, small business trading, Project Compassion, etc

## **ALL TMC STAFF SPECIFICATIONS**

- Be part of a College Community and represent the College in a professional and friendly manner.
- Contribute to the Community to ensure we provide a school that values and promotes the:
  - Wisdom to Seek
  - Courage to Thrive
  - Power to Change
- Confident, knowledgeable, and successful in the responsibilities required to be undertaken for the College Community.
- Continuous learning and professional development to generate and evaluate ideas.
- Achieve personal goals and College strategic goals.
- Develop respectful, professional, and successful relationships with members of the College Community and provide a great example for work colleagues.
- Come to work each day with a positive outlook and a willingness to support and motivate others, and to achieve excellence.
- Act in accordance with the CESA Code of Conduct and the Charter for Staff in Catholic Schools in South Australia.

## **PROFESSIONAL DEVELOPMENT**

- Attend professional development and training required by the College.
- Actively seek opportunities to increase knowledge, experience and skills held.

## CATHOLIC ETHOS

- All staff at Thomas More College are expected to affirm and support the Catholic values and the Religious life of the College
- Where appropriate opportunities present, become involved in the life of the College, including attendance at school Masses/celebrations, staff meetings, and involvement in College events.

## POLICIES, PROCEDURES AND GUIDELINES

- Comply with all College and South Australian Commission for Catholic Schools Inc (SACCS) policies, procedures, and guidelines.
- Contribute to the development of relevant policies, procedures, and guidelines.

***These responsibilities may vary from time to time after negotiation with the Principal and/or College Business Manager.***

## REPORTING / WORKING RELATIONSHIPS

The **College Accountant** is the direct line manager for this position.

Key Working Relationships:

- Business Manager (Executive Leader of this role)
- Non-teaching Staff
- Teaching Staff
- Parents & Students
- Third Party Providers

The Principal is responsible for the employment of all staff at Thomas More College and is considered the representative of both Catholic Education South Australia (CESA) and the Catholic Church Endowment Society (CCES).

## WHS REQUIREMENTS

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012. As a worker, 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, WHS Act 2021*

## **SPECIAL CONDITIONS RELATING TO THIS POSITION**

- Additional hours/days of work may be required during the year to meet reporting deadlines, College requirements, and other special events. If required, they will be negotiated and agreed with the incumbent and will be paid in accordance with conditions in the relevant Enterprise Agreement (as varied or replaced).
- Required to attend staff days and meetings, when requested, at the beginning and end of the year and during the school year.
- All time off in lieu (TOIL) or overtime is to be pre-approved by the Business Manager.

## **SPECIFIC REQUIREMENTS**

- Current Catholic Archdiocese of Adelaide Clearance Letter or Card
- Current Working With Children Check (WWCC) issued by The Department of Human Services (DHS)
- Current HLTAID012 - First Aid in an Education and Care Setting (or willingness to obtain upon commencement)
- Current Reporting to Risks of Harm, Abuse and Neglect – Education and Care Setting (RRHAN - EC) certification

## **AGREEMENT**

The requirements of this position information document are intended to describe the general nature and responsibility of work in this role. These statements are not to be construed as an exhaustive list of all duties, tasks and skills required of the role. This description should be read in conjunction with the relevant Awards and Enterprise Agreement.

Employees will also be required to follow any other role-related instructions and College policies, and to perform other duties as requested by the College Accountant, Business Manager, and Principal to support the College's compliance with its legislative obligations. The Business Manager or Principal may, through consultation with the employee, vary the responsibilities of the position as required, but within the skills and responsibility levels appropriate to the position.

## **PERFORMANCE REVIEW / REFLECTION**

- The employee must undertake a review / reflection on an annual basis
- On the first anniversary of your 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.

*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.*

Last revised: July 2025