

## Position Information Document

### ESO – Finance Officer

#### Christian Brothers College, Adelaide

(An accredited Edmund Rice Education Australia school)

### Position Information

<b>Title:</b>	Finance Officer
<b>Employment Type:</b>	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Replacement
<b>Stream:</b>	Finance
<b>Grade</b>	Grade 3 – Education Support Officer
<b>Hours/Days of Work:</b>	Monday to Friday 8.00am to 4.00pm

### Key Working Relationships

<ul style="list-style-type: none"> <li>• Assistant Business Manager (Reports to)</li> <li>• Principal</li> <li>• Business and Finance Manager</li> </ul>	<ul style="list-style-type: none"> <li>• Finance Team</li> <li>• Suppliers</li> <li>• Families / Community / Students</li> </ul>
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### Introduction

Christian Brothers College is a Catholic School in the Edmund Rice Tradition and one of Adelaide's oldest and most respected Reception -Year 12 Colleges. Established in 1878, CBC has a proud tradition of providing a uniquely contemporary education for boys. Our College shapes men of the future who lead caring, authentic and accomplished lives; who are advocates for respect and compassion and who share a sense of belonging that lasts for life.

The College aspires to be faithful to the four EREA Touchstones of Liberating Education, Inclusive Community, Gospel Spirituality, and Justice and Solidarity as described in The Charter for Catholic Schools in the Edmund Rice Tradition.

The four Touchstones are reflected in the Vision and Mission statements of the Christian Brothers College Strategic Plan. This Plan also connects the Touchstones with the four core strategic values of Christian Brothers College – Faith, Excellence, Community and Compassion – values which informs continuous improvement in education, decision making and strategic direction.

These values are at the heart of the College's Vision, Mission, and Strategic Plans.

Please visit our College website for more information [www.cbc.sa.edu.au](http://www.cbc.sa.edu.au).

## Broad Purpose

The **Finance Officer** will have proven experience in creating and maintaining high quality accurate data. You will possess excellent computer, communication and organisation skills. You will organise and provide various finance related reporting information in a clear, concise and timely manner.

The **Finance Officer** will promote CBC, CESA and EREA mission, vision, values and touchstones in all aspects of the role. You will establish and maintain positive working relationships with staff, the wider community, students and their families. You will have well developed relational skills and the outstanding ability to communicate effectively with all members of the College community and its external partners.

The **Finance Officer** is accountable to the Assistant Business Manager and works within the Finance team to assume a shared responsibility of the Debtors function and other selected Finance functions with the team using current financial systems (Synergetic, Alii and EFT) ensuring that finance related reporting information is clear, concise and timely.

## Duty Statement

### Key Responsibilities and Duties

Communication	Responsible for all Creditor enquiries
Creditor Invoicing	Creditor invoices are authorised in accordance with College policy Responsible for reconciliation of Creditor invoices to Purchase Orders Responsible for timely entering of all Creditor invoices in the accounting system Responsible for all Masterfile amendments in accordance with College policy
Family Debtors	Responsible for receipting, reconciliation and secure banking collection of all cash takings Follow-up on all arrears with individual SEP & in accordance with debt collection policy Support the team with fee billing and sundry debtor management
Asset Register	Process and update Asset Register Process Depreciation batch Reconciliation of Asset Register
Payments	Raise payments in accordance with supplier payment terms Process electronic payment bank file Reconciliation of electronic bank file to invoices Check all electronic payments ensuring supplier bank details, payment amounts and supplier references are accurate
Reconciliations	Reconciliation of all Bank Accounts Reconciliation of all Creditor Masterfile details Reconciliation and processing of all credit card transactions Processing and reconciling all Debtor B-payments & Direct Bank transactions Reconciliation of all Grant income
End of Month	Responsible for the completion of all End of Month tasks for the College
Data Management	Responsible for record keeping of all Creditor communications Responsible for all filing of Statement by Supplier forms
Audit	Assist with Audit queries on the Creditor & Finance functions Assist with Audit working papers and calculations
Financial Reporting	Preparation of BAS reporting Distribution and follow-up of faculty budgets (termly)
Back-up	Back-up support for Finance Officer (Debtors) Other duties as requested by Management

## Person Specifications

### Skills

- Support and active commitment of the ethos of the College, as a Catholic School in the Edmund Rice Tradition
- Exceptional customer service skills
- Exceptional organisational and planning skills
- Excellent written, verbal and interpersonal communication skills with the ability to engage with people from varying backgrounds
- Ability to interact with students in a positive, sensitive and respectful manner
- Ability to assist families in a sensitive supportive and professional manner
- Demonstrated ability to work independently and as a part of a team to meet strict deadlines
- High level of competency and proficiency in the use of MS Office applications (including Excel, Word and school administration systems eg Synergetic and Alii)
- Proven data entry skills and ability to update databases ensuring accuracy of data
- Proven ability to establish and maintain effective systems and manage competing priorities and deadlines in high volume work environment
- Use of initiative and discretion in a confidential environment
- Be committed to questioning processes and practices in pursuit of continuous improvements.

### Knowledge

- Previous experience in a similar role
- Knowledge and understanding of GST and basic Accrual Accounting
- Considerable experience in Financial Administration systems

## Specific Requirements

- Relevant qualification in Business Administration or similar is desirable.
- Act in accordance with the EREA and CESA Code of Conduct and the Charter for Staff in Catholic Schools in South Australia.
- Hold a current acceptable Working with Children Check (WWCC) clearance & screening to work in Catholic Education South Australia.
- Hold current certification in Responding to Risks of Harm, Abuse and Neglect in Education and Care Settings.
- First Aid Qualification as directed by the school.
- Edmund Rice Education Australia and CBC is committed to ensuring the safety, wellbeing and dignity of all children and young people. All staff must have and maintain a commitment to child safety.
- All applicants will be subject to EREA and legislative screening procedure. These checks are consistent with EREA's commitment to child protection policies and procedures.

## College Values

You will practice CBC values and the EREA Touchstones, when you;

### Faith / Gospel Spirituality

- Promote, lead and nurture the growth of the Catholic culture within the College;
- Embrace and sustain the ethos and traditions of the Edmund Rice charism;
- Articulate the values, vision and mission of the school and EREA;
- Encourage and participate in the liturgical, sacramental and prayer life of the College;

### Excellence / Liberating Education

- Model best practice and encourage innovation and creativity;
- Use consistent, just and ethical policies and procedures;
- Respond to compliance matters in relation to Catholic Education Office, EREA, National and State compliances such as WHS;
- Promote a safe and rigorous learning environment;

### Community / Inclusive Community

- Collaboratively plan, implement and review personal learning opportunities that are reflective of the College Mission, Vision, Values, and the Touchstones and Charter of the EREA;
- Celebrate and lead unique traditions of the College and innovatively contribute to its future vision and growth;
- Promote and affirm inter-campus staff community relationships;
- Value our gathering times, sharing and celebrating our spirituality;

### Compassion / Justice & Solidarity

- Recognise and celebrate acts of service within and beyond the College Community;
- Model leadership that advocates and reflects compassion, empathy and justice, especially for those at on margins;
- Value diversity and individuality;
- Employ collaborative, open and transparent decision making processes with staff, students and parents;

## Work Health and 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 27 and 28 WHS Act 2012

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

Signed (Principal or Delegate): \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signed (Employee): \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_