

Position Information Document

ESO - Payroll & Finance Officer

Reports To:

- ▶ Business Manager
- ▶ College Accountant

Rostrevor College

Rostrevor is a Catholic Independent College in the Edmund Rice Tradition, educating both day and residential students from Reception to Year 12. The College is owned and governed by the Trustees of Edmund Rice Education Australia (EREA) and conducted by the Principal.

Vision

In a community where boys thrive, Rostrevor inspires its students to achieve their personal best in all endeavours and to become men for others who make a positive difference in the world.

Mission

Inspired by the good news of Jesus Christ, Rostrevor College provides an excellent Catholic education for boys in the Edmund Rice tradition. Operating at the frontiers of contemporary educational practice, our approach is grounded in four Touchstones:

- Liberating Education
- Gospel Spirituality
- Inclusive Community
- Justice and Solidarity

Additional information regarding Rostrevor College can be found on the College website
<http://www.rostrevor.sa.edu.au>

Position Purpose

The Payroll & Finance Officer is responsible for the completion of all aspects of payroll processing, as well as providing support to the College Accountant in other areas of finance operations, including general ledger entry, reconciliations and assisting with the accounts payable and receivable functions as required. The position will also supervise staff for the Reception and Student Services desks, ensuring effective operation of these 'front of house' areas of the College.

Key Relationships

INTERNAL

- Business Manager.
- Accountant.
- Finance staff.
- Reception and Student Services staff.
- Liaise with all College staff.

EXTERNAL

- Parents/Caregivers of students at the College.
- Catholic Education payroll support services.
- External Agencies as and when required.

Authority

Expenditure authority in accordance with the defined College delegated framework. All expenditure requests to be directed to the Business Manager for approval. All other decisions and authorisations will need to be referred to the Business Manager, or the Accountant in the absence of the Business Manager.

Key Responsibilities

Finance Functions

- Process fortnightly payroll, including Superannuation and Leave records, in accordance with Catholic Schools EA and legislation requirements.
- Ensure employee and payroll records are maintained on an up-to-date basis.
- Provide support to employees for access to Preceda Payroll System.
- Review leave entitlements for confirmation prior to approval by appropriate member of College Executive.
- Maintain up-to-date records of Long Service Leave (LSL) entitlements.
- Prepare Statements of Service and other relevant correspondence for review by the Accountant or Business Manager, as appropriate.
- Knowledge of the South Australian Catholic Schools Enterprise Agreement (EA) and its application.
- Assist the Accountant and/or Business Manager with:
 - month-end reporting, including reconciliations and general ledger entry.
 - cash management and forecasting.
 - funded program acquittals as required.

- Working with the Accounts Receivable Officer, assist with debtor management, including:
 - review of debtor accounts and follow up with debtors, as directed by the Business Manager and/or Accountant.
 - Recommendations made regarding action on debtor accounts, including progression to legal action, fee adjustments, fee write-offs.

Front Office Supervision

- Supervision of staff on the Reception and Student Services desks, to ensure efficient operation of the front desks and front office functions.
- Liaison with the Accountant and/or Business Manager where relief staff is required.
- Manage Reception desk as required during term holiday periods.

Additional Responsibilities

- Additional duties outside of the scope of this document may be required.
- Will be required to comply with all organisational policies and procedures.
- Have a commitment to uphold and contribute to the ethos of a Catholic school in the Edmund Rice tradition.
- Understand the employer's requirements and act in accordance with South Australian Commission for Catholic Schools (SACCS) and EREA Codes of Conduct.
- On occasion, out of hours work may be required.
- Other duties as directed by the Principal or Business Manager.

Role Outcomes and Key Performance Indicators

OUTCOME

- Payroll and related functions operate efficiently and effectively.
- LSL records for all staff are accurate.
- The 'front of house' of the College operates effectively and efficiently to attend to the needs of students, staff, and visitors.

KEY PERFORMANCE INDICATOR

- Payroll and related functions are performed in a timely manner and in accordance with relevant EA and legislative requirements.
- The LSL entitlements for all staff are accurately recorded and maintained, using the payroll system.
- Transfers of entitlements between Catholic Education employers are completed in a timely manner.
- Students, parents, and visitors to the College are treated with courtesy and respect at all times.

- Phone calls are answered within agreed timeframe and callers directed appropriately.
- Staff on the desks are supported as required during peak times of the school day.
- Support is provided as requested by the Accountant and/or Business Manager to ensure timely completion of finance functions.
- Support is provided to ensure timely follow up on debtor accounts.
- Recommendations are received by the Business Manager for action required on debtor accounts.
- All debtors are treated with respect and sensitivity.
- The finance functions of the College are supported, as required, to maintain accurate and timely reporting.
- Debtor accounts are managed effectively.

Person Specification

ESSENTIAL

- Previous experience in a well-known computerised accounting system as well as demonstrable competence in Microsoft Office.
- A broad range of practical 'hands on' administrative, payroll, accounts payable, receivable, banking, GL, and account reconciliations.
- Ability to maintain confidentiality.
- Acquire and maintain Senior First Aid qualification.

DESIRABLE

- Capacity to support and promote the Catholic ethos of Rostrevor College.
- Ability to work collaboratively and co-operatively with other members of College staff.
- To possess good communication skills, to be able to communicate effectively at appropriate levels within the College and at all levels with the students, staff, parents, and other customers affected by work within their control.
- Ability to be flexible and respond to current needs as they occur.
- Ability to exercise judgment and initiative to resolve issues encountered in routine accounting practices and procedures.
- Ability to work calmly, efficiently, and politely under pressure.

- High organisational skills with the ability to prioritise work and remain multi-task focused.
- Ability to self-regulate performance, to review personal performance and adjust appropriately.
- Ability to work in a team environment and to be supportive of others in the immediate work domain.

Child Protection Awareness

Rostrevor College assures the right of every staff member to a safe environment and the responsibility of every person to promote safe practices. In particular, Rostrevor College is committed to Child Protection and protective practices. This includes responsibility of the College's employees for Child Protection. Rostrevor College's Child Protection Policy is available on the College portal.

Child-Safe Environments: Responding to Abuse & Neglect training is now a compulsory certificate for all staff working in a school environment and all staff need to attend 3-yearly updates.

Work Health & Safety Requirements

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.
- Co-operate 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.
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer.

Reference: Division 4, Section 27 and 28 WHS Act 2012.

Pay Specifications

The position will be classified as ESO Grade 4 under the South Australian Catholic Schools Enterprise Agreement, to be worked as 37.5 hours per week for 46 weeks of the year. The incumbent will receive the appropriate salary with entitlements to sick leave, holiday pay and holiday loading as set out in the Letter of Offer. The College will make contributions from its funds to the Non-Government Schools Superannuation Trust, or an alternative nominated approved Superannuation Fund in accordance with the Superannuation Legislation and Award obligations.

Specific Requirements

Acquire and maintain:

- Police Clearance to work in Catholic Education SA.
- Approved *Child-Safe Environments: Responding to Abuse & Neglect: Education and Care* training.

Acknowledgement

I have read and understand the requirements of this position. I acknowledge that this *Position Information Document* has been designed to indicate the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks, and outcomes.

Employee:	_____	Line Manager:	_____
Signature:	_____	Signature:	_____
Date:	_____	Date:	_____