



# EDUCATION SUPPORT OFFICER

## GRADE FIVE

### Position Information Document

<b>Name</b>	<input type="text"/>		
<b>Position Title</b>	<input type="text" value="School Finance Officer"/>		
<b>Stream</b>	Resources <input type="checkbox"/>	Admin & Finance	<b>X</b>
	Curriculum <input type="checkbox"/>	Boarding House	<input type="checkbox"/>
	Extension <input type="checkbox"/>	Stream	<input type="checkbox"/>
<b>Grade:</b> 5	<b>Year:</b> <input type="checkbox"/>		
<b>Date of First Appointment</b>	<input type="text"/>		
<b>Employment Category:</b>	Permanent		
<b>Hours worked per week:</b>	37.5		
<b>Weeks worked per year</b>	44		

#### INTRODUCTION

##### Key Working Relationships

The Bursar shall be accountable and report directly to the Principal. In the absence of the Principal then Bursar reports to the Deputy Principal. The Bursar will liaise regularly with the designated Catholic Education Office School Finance Officer.

Other key working relationships include:

- Leadership Team
- Classroom Teachers
- Students, Parents
- Staff
- Contractors

## **B R O A D P U R P O S E**

The Bursar is responsible for supporting the Principal with the financial management of the school and OSHC services. The Bursar is also responsible for coordinating the maintenance and repair of school assets and will work as part of the WHS committee. As part of a team providing services to the school, the position will assist in the student services and Reception area duties. As the School continues to develop and expand the role may vary in response to different needs and structures.

## **D U T Y S T A T E M E N T**

The Bursar will work collaboratively with the Principal and the School Finance Committee and School Leadership Team to administer all financial functions of the school and OSHC program. The Bursar will also contribute to the efficient and effective operation of the school by overseeing the maintenance and repair of the school buildings, grounds and equipment and by providing designated HR and WHS functions. The Bursar will be required to work in a non-discriminative and courteous manner upholding confidentiality in all aspects of the role.

### **ACCOUNTING DUTIES**

#### **Financial Processes**

- Maintain up to date and accurate records within the school's accounting software (DUX) and ensure it mirrors family and student information held in Catholic Education Student Information System (CEsis).
- Prepare record, allocate and process accounts payable.
- Accounts Receivable – preparing, issuing, recording and receipting of school fee accounts, and record and implement any approved changes in fee structure/processes
- Monitor fee collection in accordance with school fees collection policy
- Liaise with Principal regarding outstanding fees and correspondence with parents
- Perform reconciliation of all bank and loan accounts on a regular basis (weekly/monthly)
- Prepare and submit monthly BAS Returns and associated GST, PAYG and FBT requirements.
- Oversee the cash drawer and ensure it balances with DUX records
- Prepare accounts for annual audit including Annual Financial Statement for auditing by external auditor in accordance with appropriate SACCS policy and accounting standards. This statement together with all school records including HR records, cash receipts, paid invoices and fee records for the year is audited.
- Liaise with external auditor to ensure annual audit is completed within timeframe for lodgement with CEO and external bodies.
- Allocate all payments including grants from internal and external bodies.
- Prepare statistical reports e.g. Census and the Financial Questionnaire
- Collect and enter School Card applications and process discounts for those approved.

#### **Budgeting**

- Prepare the draft School Fee structure for the Board's consideration.
- Prepare the annual budget for school and classes based on projected student numbers, fee income and number of staff.

- Consult with Principal, the Finance Committee and Board to confirm the annual budget
- Prepare monthly reports for presentation to the School Finance Committee and support the Finance Committee representative on the School Board.
- Monitor expenditure to date against annual school budget and review clearing accounts on a regular basis.
- Advise and assist the principal and other staff members with regards to the school budget and curriculum areas as required.
- Present reports to ~~school Finance Committee~~ the AGM.
- Prepare Excel spreadsheets regarding expenditure and acquittal of special Grant income
- Review the 5-year plan annually and present to School Finance Committee
- Assist teachers with information regarding class budgets and the purchase of resources

## **PAYROLL & HUMAN RESOURCES**

- Process fortnightly payroll
- Prepare monthly salary deduction payments, including PAYG, Superannuation, and other applicable deductions
- Process monthly journals to recognise payroll transactions in DUX.
- Maintain salary sacrifice records e.g. for Superannuation and cars as per legislation, CEO and ATO requirements
- Arrange payment of expenses, transfer of funds and reimbursements of funds including Car Claims from CEO.
- Refer to the current Enterprise Agreement for the calculation of salary steps/grades and allowances for staff.
- Provide staff with appropriate information when requested in regards to salary and entitlements and advise staff of relevant issues.
- Draft PIDs and Letters of Appointment/Contracts for new staff or position changes.  
Maintain paper and digital personnel records for the required length of time for all staff
- Arrange police and CEO security checks for staff and contractors as required by CEO guidelines
- Prepare and place job advertisements for both school and OSHC in various papers and CEO website

## **WORKPLACE HEALTH SAFETY**

- Participate in the WHS Committee
- Ensure repair and preventative maintenance of facilities and equipment required by WH&S and Australian Standards is undertaken in a timely manner
- Provide appropriate WH&S induction for contractors working in the school in line with the needs of the school and maintain records of contractor status
- Ensure that all contractors receive appropriate information/training to use designated places, materials and equipment safely

- Ensure that all contractors that have contact with children have current Catholic Police checks.
- Ensure that all contractors are appropriately licensed and insured for the work that they are undertaking and maintain records regarding the above checks, licences and insurance on Preceda.
- Act as the Return To Work Officer in the case of injury to staff and process Workers Compensation Insurance claims
- Include WHS goals and responsibilities in staff PIDs in consultation with the Principal.
- Participate in relevant WHS training programmes.
- Support the development and maintenance of a best practice WHS culture within the workplace.

### **Workers**

This role is deemed to be an *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

### **OTHER DUTIES**

- Support the Front Office Personnel
- Assist with sick and injured children
- Ensure routine grounds and building maintenance that is not a safety issue is attended to in a timely manner (eg painting).
- Assist with the marketing and advertising of the school
- Attend whole staff Professional Development sessions when appropriate
- Ensure confidentiality at all times and adhere to the School's Privacy Policy

## **PERSON SPECIFICATIONS**

### **Essential Experience and Qualifications**

- Support the ethos of St Brigid's School.
- Be committed to and display the School Strategic values of love, peace and learning.
- The highest level of relationship building ability and customer service focus. This includes establishing positive working relationships with students, parents, staff and members of organisations affiliated with the School.

- Successful experience in a similar role
- Excellent organisation, prioritising and time management skills and the ability to learn and apply new concepts quickly
- Capacity to contribute and work successfully in a team
- Demonstrated advanced knowledge of the Microsoft Office Suite, including Word, Excel and Outlook
- Ability to complete mail merges using Word desired.
- Be committed to questioning processes and practices in pursuit of continuous improvement.
- Be committed to professional and personal well being.

**SPECIFIC REQUIREMENTS**

Acquire and maintain

- Senior First Aid for Schools and Centres
- Approved Mandatory Notification training
- Police Clearance to work in Catholic Education SA
- Perform any other duties as required from time to time by the principal

**PERFORMANCE REVIEW**

- The employee must undertake performance review on an annual basis.
- On the first anniversary of 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.

**SIGNED** (Principal or Delegate) \_\_\_\_\_

Date:

**SIGNED** (Employee) \_\_\_\_\_

Date:

**ROLE REVIEW DATE** \_\_\_\_\_

**PERFORMANCE REVIEW DATE** \_\_\_\_\_