

Position Description

Business Office Assistant

Reports to	Accountant/Deputy Business Manager
Accountable to	Business Manager & Head of College
Supervises	Not applicable
Collaborates with	Business Office Staff, Reception Staff

Purpose

This role supports the day-to-day operations of the College Business Office ensuring that financial and other records are up to date each day.

General Accountabilities

- Exhibit behaviour, through word and action, which reflects the ethos and Christian foundations of the College
- Abide by the Staff Code of Conduct
- Be familiar with and follow College policies and procedures
- Carry out responsibilities in a safe manner as outlined in the College's Work Health and Safety Policy and associated procedures
- Reflect proactively on his/her own work performance and seek further training or professional development opportunities to update knowledge and skills

Skills/Knowledge

- Knowledge and use of the Microsoft 365 environment
- Good working knowledge of spreadsheets and word processing
- Ability to build and maintain positive relationships with staff and parents
- Demonstrate professionalism and confidentiality appropriately
- Basic book-keeping skills including general ledger processing, accounts receivable, accounts payable
- Cash handling
- Understanding of procurement/purchasing processes
- Principles of book-keeping, including GST and identifying assets and pre-payments
- Basic understanding of payroll processing

Qualifications

- Formal Accounting/Bookkeeping/Payroll qualifications (CERT III) or equivalent experience in a similar role

Experience

- Experience in an education setting desirable but not essential

Position Description

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Responsibilities/Duties

- Process electronic receipts for parent fees, fundraising and other sundry payments as required
- Counting and receipting cash and attend to banking
- Assist with the completion of bank reconciliations
- Assist to process parent fee billing
- Contact parent debtors to ensure fee payments are made on-time, including administering direct debit plans for parents and general fee enquiries (referring overdue accounts to appropriate staff)
- Maintenance of supplier details
- Process accounts payable documents, including credit and debit cards
- Processing purchase orders, receiving, assessing and distributing goods
- Monitor capital purchases, referring items of equipment, chemicals etc... to other staff before distributing
- Assist with commercial debtors and ensure payment of invoices
- Assist with collation and basic data entry of timesheets and leave forms
- Undertaking filing of financial records
- Ensuring financial records are retained for the prescribed period of time (generally seven years) and arranging for appropriate disposal of financial records in consultation with the Business Manager
- Other daily financial and general administrative duties nominated by Business Office staff which may also include the cover of other administrative staff breaks

June 2021