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| REPORTS TO | Business Manager through Accountant/Deputy Business Manager |
| KEY RELATIONSHIPS | Business Office Assistant, Bus Coordinator |

Overview

The Finance Officer is responsible for supporting the day-to-day Accounts Receivable and Financial processing functions of the College. The role works closely with Business Office staff to promote a positive service-oriented culture and support the day-to-day responsible financial management of the College.

The Finance officer assists the Accountant/Deputy Business Manager and Business Manager to develop, implement and support processes to ensure appropriate and responsible financial management. The role also supports financial work within the Business Office more broadly, acting as a backup for payroll and accounts payable as required.

The Role

General Accountabilities:

- Exhibit behaviour, through word and action, which reflects the Christian ethos 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 your 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
- Strong working knowledge of financial transactions and systems, skilful in efficient transaction processing
- Ability to prepare and lodge ATO returns
- Excellent working knowledge of spreadsheets and word processing
- Excellent writing and communications skills and the ability to create professional documents
- Ability to engage with a range of stakeholders and maintain positive relationships with staff and parents
- Demonstrate professionalism and confidentiality appropriately
- Ability to learn new digital systems quickly and be able to use them independently

Qualifications:

- Formal Accounting/Bookkeeping Qualifications (Cert IV+) or equivalent experience in an educational setting

Experience:

- Experience in a Finance role (2+ years)
- Experience implementing and being responsible for maintaining software and digital solutions
- Experience in payroll, purchasing and accounts payable desirable
- Experience in an education setting is highly desirable but not essential

Responsibilities/Duties:

- Assist the Accountant/Deputy Business Manager by performing end of month processing, including preparing all returns (BAS, FBT etc.), lease transactions, journals, reviews, and reporting
- Proactively develop a sound working knowledge of all financial transactions, systems, and procedures
- Maintain all financial records in accordance with procedures and archival standards
- Be responsible for bookkeeping, such as bank reconciliations and associated transactions
- Under the direction of the Accountant/Deputy Business Manager be responsible for College billing
- Facilitate collection of Fee payments, developing and monitoring systems such as BPay, Direct Debit, online payments
- Be responsible for all Debtors, up to and including debt collection through to the formal legal proceeding stage if required
- Proactively implement debtor management procedures with a focus on building and maintaining positive relationships with parents
- Issue commercial debtor invoices and any other sundry billing
- Be responsible for managing enrolments for the College Bus Service including issuing appropriate billing and manage collection of invoices and casual bus fees
- Assist to implement and manage online ecommerce and POS systems
- Assist the Accountant/Deputy Business Manager to develop rigorous financial systems and processes, including documentation of procedures
- Assist with Compliance and Statutory reports as required
- Work collaboratively with the Business Office Assistant to complete daily work and assist with busy periods of accounts payable and receipting
- Act as the backup to and assist with payroll to review and approval status
- Assist the Business Manager to develop systems of internal controls and make recommendations on appropriate procedures within areas of responsibility
- Assist with financial transaction processing for the Outside School Hours Care and Kindergarten operation, including accounts receivable, accounts payable, payroll and purchasing
- Perform other duties as directed by the Accountant/Deputy Business Manager or Business Manager from time to time