



# St Mary Of The Angels Secondary College Position Description



<b>College Finance Officer</b>	
<b>AWARD:</b> Victorian Catholic Education Multi Enterprise Agreement 2018	<b>CLASSIFICATION</b> Education Support Officer Category C, Level 4
<b>TERMS OF EMPLOYMENT:</b> Full Time - Ongoing 8.30am – 4.30pm (to be negotiated)	<b>ANNUAL LEAVE</b> 7 weeks annual leave (1 week of each term holiday, 4 weeks at Christmas)
<b>REQUIREMENTS:</b> As below	<b>DIRECTLY REPORTS TO</b> Business Manager
<b>DATE REVIEWED:</b> November 2021	<b>REVIEWED BY:</b> Principal & Business Manager

**POSITION OBJECTIVE:** The College Finance Officer is primarily responsible for supporting the Business Manager in managing all financial aspects of the College.



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Key Areas of Responsibility	Indicative Duties
<p>1. Oversee and complete day to day financial transactions and processes within the College</p>	<ul style="list-style-type: none"> <li>• Provide guidance to the Finance Team and be actively involved in, Accounts Payable, Accounts Receivable, Taxation, Superannuation, Salary Packaging, Fringe Benefits, Payroll and Main Office financial transactions, to ensure accurate and timely financial reporting.</li> <li>• Process Long Service Leave payments and claims</li> <li>• Monitor and reconcile all College bank accounts</li> <li>• Review and approve Purchase Orders, Creditor Payments and Payroll on behalf of the Business Manager according to Delegated Authority. Creditors payments to take place in a timely fashion</li> <li>• Review Fee Collections monthly and work with the Business Manager to collect outstanding funds</li> <li>• Assist with the preparation of statistical returns</li> <li>• Attend to and supervise cash requirements (floats, fund raising, credit card and cheque payments)</li> <li>• Preparation of End of Month Financial Statements and Board Reports.</li> <li>• Prepare College Budgets in conjunction with the Business manager.</li> <li>• Maintain the Fixed Assets Register</li> <li>• Manage the General Ledger to Statutory reporting stage</li> <li>• Assist Business Manager with Monthly Learning Area budget reporting, as required</li> <li>• Oversight the sale of school uniforms</li> <li>• Oversight the financial aspects of the Colleges Bus Service.</li> <li>• Oversee Camps, Sports and Excursion funding,</li> <li>• Prepare Workcover ratable remuneration return</li> <li>• Manage bus conveyance claims</li> <li>• Assist in contract oversight</li> <li>• Other duties consistent with the role.</li> </ul>



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2. Internal Controls and Professional Development	<ul style="list-style-type: none"> <li>• Monitor and develop Learning Area spending, and assist Budget Leaders in their understanding of the College purchasing processes</li> <li>• Continue to review, improve and streamline financial processes and policies</li> <li>• Ensure financial internal controls are in place to minimize risk</li> <li>• Continued Professional Development to keep the College up to date with changes to financial legislation, CEO reporting requirements</li> <li>• Possible role on OH&amp;S committee</li> </ul>
3. Statutory Reporting and Compliance	<ul style="list-style-type: none"> <li>• BAS, FBT and other Government Statutory reporting</li> <li>• Ensure Compliance with CEO and CES financial policies</li> <li>• Assist Business Manager with the Annual Financial Statements (AFS)</li> <li>• Liaise with the External Auditors</li> </ul>

### Child Safe Policy Requirements

- Be familiar with and comply with the College's child-safe policy and code of conduct, and any other policies or procedures relating to child safety
- Assist in the provision of a child-safe environment for students
- Demonstrate duty of care to students in relation to their physical and mental wellbeing



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## KEY SELECTION CRITERIA:

### ESSENTIAL:

Please provide comment on the following Key Selection Criteria:

- Possess a deep commitment to the Catholic ethos and Franciscan Charism
- Possess appropriate Accounting qualifications and experience
- Demonstrate strong communication skills
- Demonstrate the ability to work in a team based environment
- Demonstrate strong Information, Communication and Technology skills (ICT)
- Demonstrate an understanding of Human Resources; Policy and Procedure
- Provide evidence of Mandatory Employment Requirements:
  - Working with Children's Check
  - Police Check
  - Covid Vaccination Certificate

### DESIRABLE:

- Experience working in an Education setting.
- Exposure to Human Resources

Signed: \_\_\_\_\_

Date: \_\_\_\_\_