



JOB DESCRIPTION & PERSON SPECIFICATION

College Department:	Finance
Position Title:	Finance Officer
Position Classification:	Lutheran Schools Officer Grade 2
Tenure:	As per Employment Agreement

COLLEGE PURPOSE

We are a welcoming, caring, Christ-centred learning community where students grow, flourish and are inspired to make a difference.

ACKNOWLEDGEMENT OF COUNTRY

St Martins Lutheran College acknowledges that the school is built on the Traditional Land of the Boandik people. We pay our respects to Elders, past, present and emerging. We recognise and respect their cultural heritage, beliefs, and relationship with the Land.

COMMITMENT TO CHILD SAFETY AND WELLBEING

St Martins Lutheran College has a zero-tolerance approach regarding harm to children and young people and are committed to acting in students' best interests and keeping them safe from harm.

Each member of the College has a responsibility to understand the important and specific role that they play individually, and collectively, to ensure that the wellbeing and safety of all students is at the forefront of all that they do, and every decision that they make.

JOB DESCRIPTION

1. Summary of the broad purpose of the job in relation to the College's goals.

The Finance Officer, under the direction of the Business Manager, provides financial services, including accounts payable and accounts receivable. This position may assist the Senior Finance Officer in processing payroll and the compliance obligations, pertaining to payroll, such as PAYG and Superannuation.

2. Reporting / Working Relationships

The Finance Officer is responsible to the Business Manager for all matters including day to day activities and is expected to work collaboratively with all members of the College community to engender a positive and harmonious team environment. The Finance Officer works closely with other members of the Finance Team.

All staff members are ultimately responsible to the College Principal.

3. Special Conditions

The Finance Officer is employed under the terms and conditions specified in the Lutheran Schools Enterprise Agreement.

A 3 month probation period will apply.

4. Extent of Authority

Manage assigned work to achieve all goals to finality within policies and guidelines, reporting to the Business Manager work priorities and workloads, and any matters not covered by policies and guidelines.

The Finance Officer will abide by College policy and procedures and perform all duties as requested by the Executive Team.

5. JOB DESCRIPTION Statement of Key Outcomes and Associated Activities

(Grouped into the Key Result Areas (KRAs), and as major areas of responsibility and activity.)

The tasks below are indicative of the role and responsibilities of a Finance Officer at St Martins Lutheran College. Not every task will be required to be completed by each Finance Officer.

The role of the Finance Officer encompasses activities within the following Key Result Areas (KRAs):

Financial

Payroll

Administration

The responsibilities of the Finance Officer in each KRA include:

Financial

- Cash and EFTPOS receipts accurately coded in accounting software
- Process direct debits as per schedule
- Camp payments / reconciliations
- Daily canteen cash takings counted and receipted
- Assist with processing School Card applications:
 - Assist with applications, ensuring the necessary supporting documents are supplied for a successful submission
 - Comply with the Government Agency and the timelines they specify
 - Ensure application outcomes are communicated, documented and actioned accordingly
- Assist with accurately coding Direct Credit and Centrelink payments
- Process canteen accounts
- Accounts payable – match purchase orders to invoices, verify the accuracy of invoices, obtain signature approvals and reconcile supplier statements
- Liaise with suppliers to resolve account and payment queries
- Allocate and process invoices in accounting software
- Prepare creditor payment batches as required for approval by Business Manager
- Check and have approved College credit card transactions
- Prepare banking daily
- Assist with bank reconciliations
- Prepare faculty/class expenditure statements and assist with staff enquiries
- Reconcile LLL Building Fund donations and distribute official receipts.
- Management and reconciliation of Petty Cash
- Administer LLL school banking
- Reconcile General Ledger and contra accounts
- Prepare fortnightly SMOSHC invoices and follow up outstanding balances. Ensure that all communications are documented on our debtor system, to enable a fully tracked history of contact and outcomes
- Invoice families for casual bus use
- Analyse canteen sales and prepare monthly report to Business Manager
- Analyse SMOSHC bookings and prepare termly report to Business Manager
- Copier contracts and staff use

- Verify uniform stocktakes
- Assist in the follow up of overdue family debtors
- Review service contracts and maintain relevant database

Payroll

- Assist with processing payroll and maintaining adequate records, when required
- Confirm staff reimbursement requests with budget holder and arrange approval

Administration

- Other duties as directed by the Principal or Business Manager
- Maintain register of student Chromebooks
- Assist in maintaining appropriate levels of College stationery including paper stocks and order when necessary
- Assist with ordering back to school stationery packs and bulk orders
- Provide general assistance from time to time in the Administration Team as required
- Archiving finance records, plus other as requested by the Business Manager
- After hours facilities hire

Other

- Keep up to date on what is happening around the College
- Provide a high level of service to all customers and optimally promote and serve the College through effective customer care
- Comply with relevant legislation, policies and procedures, applicable to the role, specifically but not limited to:
 - WHS Policy
 - Child Safe Policy
 - Child Safe Code of Conduct
 - Staff & Student professional Boundaries Policy
 - ICT Policy
 - Privacy Policy

PERSON SPECIFICATION

1. Educational / Vocational Qualifications / Other Requirements

- Tertiary qualification in a finance discipline (desirable)
 - Qualifications in First Aid (desirable)
 - Current Responding to Abuse and Neglect certificate (can be arranged by the College)
 - South Australian Working with Children Check (WWCC) for paid employment
 - National Police Clearance
 - Drivers licence
 - Valuing Safe Communities training (Provided by the College)
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2. Personal Skills, Abilities & Aptitude

The skills, abilities and aptitude of the Finance Officer will encompass the following:

Skills

- Financial acumen and analytical skills
- Intermediate skills in Microsoft Suite of Applications
- Organisational and time management skills including the ability to cope with high volumes of work, changing priorities and meeting critical deadlines
- Well developed communication skills (telephone, email, written correspondence)
- Exceptional attention to detail
- Interpersonal skills that portray a welcoming atmosphere, friendly disposition and helpful nature

Ability to

- Organise and set priorities for various activities to meet required deadlines
- Work cohesively in a team environment as well as working autonomously where required
- Take an optimistic approach to challenges and effectively use initiative
- Use diplomacy, discretion and tact as required in a professional work environment
- Operate with the strictest of confidence
- Support continuous improvement and adapt to change

Aptitude

- A personal commitment to the College Vision, Mission and values underpinning the delivery of a Christian based education to students in the College community is essential.
 - Have a full understanding of how to securely handle and manage the personal data of staff and students in a school environment
 - Have a natural affinity with people and developing successful relationships
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3. Experience

- Experience in basic accounting, invoice processing and payroll applications
 - Experience in working in a team environment and following directions
 - Experience using the Microsoft suite of applications, financial databases and other ICT systems
 - Experience in working within an educational setting (desirable)
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4. Knowledge

- Understanding of financial databases and management of highly sensitive data.

5. Classification Level

Lutheran Schools Officer Grade 2. (Refer to the guidelines in the Lutheran Schools Enterprise Agreement for additional details relating to roles and responsibilities at this Grade Level.)

6. Performance Standards & Review

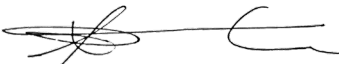
An annual Performance Review is undertaken with the Business Manager to determine capacity to meet the demands of the role; where additional skills training is required and what level of job satisfaction is being obtained.

APPROVAL

Job Description & Person Specification Approved

Alan Connah

(Principal (Print Name))



(Signature)

Date:

Acknowledged by Person Selected

(Print Name)

(Signature)

Date: