

## **COLLEGE FINANCE OFFICER**

### Position Information Document

<b>ESO CLASSIFICATION</b>	Grade 3 or 4, dependant on qualifications and experience Education Support Officer – Administration Stream
<b>EMPLOYMENT TYPE</b>	Permanent, full time 1.00 FTE
<b>EMPLOYMENT CONDITIONS</b>	In accordance with the Catholic Schools Enterprise Agreement 2020 (the EA)
<b>WORK PATTERN</b>	Monday to Friday 8 am to 4 pm, 48 weeks.

## **MISSION AND VISION**

### **Our Mission**

A Catholic College educating girls in the Dominican tradition.

### **Our Vision**

Inspired by the Gospel of Jesus Christ, we are a girls' College committed to truth and compassion. In the spirit of St Dominic, we contemplate the possibilities and honour the sacred dignity of each person through word and action. We aspire to provide an innovative, rigorous and inclusive education that leads girls and young women to achieve excellence in their studies and confidence in their future.

### **Governance**

Dominican Education Australia (DEA) is the governing authority of St Dominic's Priory College (the College), an Independent Catholic School. A Board of Directors, established in 1987, governs the College which is incorporated under the Corporations Act 2001 (Cwlth). The Trustees of DEA and the College Board of Directors assures our Catholicity, fidelity to the Dominican charism, formation of Board members, excellence in teaching and learning and financial stability.

### **Safeguarding Children and Young People**

St Dominic's Priory College is a Child Safe employer committed to the welfare and protection of children and young people. The College is committed to upholding a diverse and inclusive learning environment, ensuring children and young people are valued and respected. In accordance with the National Catholic Safeguarding Standards, all employees will be required to comply with the College's relevant policies and procedures, with astute understanding and awareness of the College's Professional Boundaries Policy.

Adhering to the *Child Safety (Prohibited Persons) Act 2016* and the *Children & Young People (Safety) Act 2017*, the College is committed to creating and maintaining a child safe environment. As an employee of the College, you will be required to:

- Be fully versed in the College Professional Boundaries Policy.
- Foster positive and safe cultures for children and young people.
- Ensure children and young people know who to talk with if they are worried or are feeling unsafe, and that they are comfortable and encouraged to raise such issues.
- Adopt strategies and act to prevent harm to children and young people.
- Safeguard against a child at risk of harm.
- Respond effectively if harm is suspected or confirmed.
- Respect diversity in cultures whilst keeping children and young people safety paramount.
- Attend education and training as required.
- Be familiar with relevant College policies and procedures.

## GENERAL ROLE DESCRIPTION

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Whilst supporting the Catholic ethos of the College, the **College Finance Officer** is responsible for providing high level and excellent administrative and professional support to the College Finance Team.

Under the direction of the Business Manager, the **College Finance Officer** is significant to the functioning of the school community. The position requires a wide range of high level and varied financial skills to assist the College Principal, College Finance Team, College Leadership Team, Board of Directors, Staff and wider members of the College community, to deliver an efficient and responsive customer focussed service.

The incumbent is required to possess excellent relationship-building skills, strong attention to detail, as well as analytical and organisational skills. The ability to approach all tasks methodically whilst being able to foresee and resolve matters is required. The role further requires patience, persistence and a commitment to communicating with respect and courtesy.

### Key Working Relationships:

- College Principal
- Business Manager
- College Accountant
- Payroll Officer
- College Leadership Team
- College Staff
- Students
- Parents/Families/Guardians/Volunteers

Given notice, reasonable overtime may be required but must be authorised by the College Principal and/or a member of the Leadership team prior to the work being done.

## PERSON SPECIFICATION

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The person holding the position of **College Finance Officer** is expected to:

### GENERAL RESPONSIBILITIES

- Have a capacity and a desire to actively contribute to the Catholic ethos of the College.
- Be astutely aware of our Catholic identity and the Dominican heritage of the College, acting in accordance with our motto, Veritas – Truth.
- Support the life of the College community through a commitment to the College Vision Statement and the Strategic Plan.
- Accept responsibility for creating and maintaining an atmosphere of mutual respect among students, parents, colleagues and the wider community.
- Demonstrate the ability to work under pressure whilst maintaining a sense of perspective and humour.
- Demonstrate effective communication skills with all members of the College and wider community.
- Maintain accurate record keeping.
- Undertake any other duties as directed by the College Principal in accordance with the EA.
- Maintain skills with using current programs and software (currently Synergetic).

## EXPERIENCE AND SKILL SET

- Have experience in working collaboratively with members of the community.
- Professional, polite, respectful, and innovative with the ability to communicate in a friendly manner.
- Have the ability to work as part of a team.
- Have the desire to uphold the reputation of the College as an outstanding girls' school of welcome, hospitality, and community.
- Be energetic and well organised.
- High degree of trust to work with minimal supervision.
- A commitment to excellence with all documentation and communication.
- Certificate IV in Accounting, Finance, Business (or equivalent) and/or relevant demonstrated knowledge and experience in a comparable role. Experience working in a school setting is highly desirable.
- Demonstrated experience and knowledge of general finance policies, procedures and practices to ensure compliance and accuracy.
- Have sound knowledge in working with Microsoft excel spreadsheets.
- Good time management and organisational skills including the ability to effectively prioritise tasks.
- It is desirable to have experience in synergetic, not an essential requirement.

## SPECIFIC TASKS

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The **College Finance Officer** is accountable to the Business Manager and is responsible for the following tasks:

- Process accounts receivable transactions, e.g. debtor charges, receipts.
- Cash counting, receipting, banking and reconciliation.
- Prepare cash floats for College events.
- Attend to enquiries from parents regarding school fees and charges.
- Follow up outstanding debtor accounts.
- Prepare and despatch statements to debtors.
- Process Creditor invoices through to payment.
- Reconcile monthly Creditor and Credit Card Statements
- Support the College Administration office as required.
- Prepare routine journal entries for posting to the ledger and undertake routine End-of-Month processes.
- Assist in the annual financial audit.
- Assist in data collection and reporting.
- Perform purchasing functions including determining quality and quantities required; obtaining quotes and negotiating with suppliers; and raising orders and arranging authorisations as needed.
- Actively participate in regular performance reviews and undertake professional development to maintain currency of knowledge and applicable training as required.
- Maintain excellent confidential electronic and general records ensuring confidential documents are only accessible by authorised staff.
- Always promote the College, staff, students and families in a positive manner.
- Promote a safe working environment for all staff, students and visitors.
- Report any unsafe work practices to the WHS Coordinator or committee.
- Any other duties as directed by the College Principal or the Business Manager.



## SPECIFIC REQUIREMENTS

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The following mandatory requirements must be maintained.

- Clearance to work in Catholic Education SA.
- Department of Human Services (DHS) valid Working with Children Check (WWCC)
- Approved Responding to Risks of Harm, Abuse & Neglect – Education and Care (RRHAN-EC).
- HLTAID012 Provide an emergency first aid response in an education and care setting.
- The College adheres to the SACCS Policy on COVID-19 Vaccination.

## WORK, HEALTH AND SAFETY (WHS)

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This role is deemed to be a **Worker** under the *Work Health and Safety Act 2012 (SA)*. As a Worker, while at work, you, as the employee who is the subject of this Position Information Document 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, insofar as you are reasonably able to, with any reasonable instructions 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: Work Health and Safety Act 2012 (SA) ss 27 and 28.*