



ROSTREVOR COLLEGE
ACCOUNTS PAYABLE OFFICER
Position Information Document

CONTEXT

Rostrevor College is a Catholic College owned and governed by Edmund Rice Education Australia, the local community and Principal are empowered with the responsibility of plotting the future course for the College; a course that best captures the aspirations of local families. In doing so, we use The EREA Charter and the four touchstones of Gospel Spirituality, Justice and Solidarity, Inclusive Community and Liberating Education to shape our planning as a contemporary College that is grounded in the Edmund Rice Tradition.

POSITION TITLE	Accounts Payable Officer
ESO GRADE	3
ESO STREAM	Administration (Finance)
EMPLOYMENT TYPE	Permanent
LINE MANAGER:	Director of Business
DIRECT REPORT TO:	Assistant Business Manager
KEY WORKING RELATIONSHIPS	Payroll & Finance Officer Accounts Receivable Officer Receptionist Student Services Officer

BROAD PURPOSE

Under the direction of the Assistant Business Manager and the Director of Business, the Accounts Payable Officer is responsible for the day-to-day administration of Rostrevor College's business and financial activities. Under the direction of the Assistant Business Manager, and the line management of the Director of Business, the role will ensure the timely and accurate processing of finance processes and actions.

As a member of the Finance and Front Office Team, the Accounts Payable Officer will play an active role in providing support and assistance across multiple finance and front office duties. They will actively contribute to consistent review and improvement of processes and will be a professional and collegial member of their working teams. All members of the Finance and Front Office Team will undertake their duties with the upmost professionalism and collegiality.

The Accounts Payable Officer will possess:

- Experience in a similar role within a school, or in a role otherwise relevant
 - Understanding and commitment to the ethos of Rostrevor College as a Catholic school in the tradition of Edmund Rice
 - Strong organisational skills and abilities, and be proactive in their time management
 - Sound awareness and experience in cash-handling, eftpos processing, and financial processes
 - A high standard of professional verbal and written communication
 - Hold, or have the capacity to obtain, the appropriate required clearance to work with children
 - Be friendly, positive, collaborative, and supportive approach to working within teams and with others
 - Be committed to maintaining confidentiality in dealings with sensitive information and records
 - Demonstrate flexibility, adaptability, and a willingness to support progress and change
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KEY AREAS OF WORK

Accounts Payable

- Coordinate and manage the payment of accounts including, but not limited to:
 - General account payable
 - Credit Card analysis.
 - Cab Charge
- Process payment of purchase orders, as well as assist staff in their undertaking of this process
- Obtain quotes potential suppliers of goods and services and assist in the development of purchase orders as required.
- Support staff in the purchasing of required resources, in line with College practices and policies
- Organise the issue of funds, payment cards, and foreign currency, for required travel purposes.

Finance Operations

- To prepare and review monthly reconciliation of
 - Creditor ledger
 - Other clearing accounts as allocated by the Assistant Business Manager or Business Manager
- Organise the issue of funds, payment cards, and foreign currency, for required travel purposes.
- Ensure all asset purchases are entered on the Asset Register and liaise with the Assistant Business Manager in relation to work in progress capital entries.
- Receive and process incoming donations and payments to the Foundations and recording appropriately and acknowledge in a timely manner.

General

- Provide support to the Reception and Student Services desks as required.
- Provide support with end-to-end debtor management processes as required
- Provide support with payroll processing and data entry as required
- Seek to improve processes and the quality of information in relation to the position and other finance positions as relevant.
- Ensure all items appearing in reconciliations are dealt with on a timely basis with an understanding of action and the possible impact on other positions.
- Undertake all tasks in accordance with the College's financial governance internal control framework.
- Actively participate in required training, professional development and performance reviews as required.
- Perform any other duties in line with your current classification as required from time to time at the discretion of the Principal

PERSON SPECIFICATION

- Certificate IV in Accounting, Finance, Business, or similar, and/or relevant demonstrated knowledge and experience in a comparable position.
 - Demonstrated experience and knowledge of general financial and payroll policies, procedures and practices to ensure compliance
 - Willingness to uphold and contribute to the culture and ethos of our Catholic school
 - High level interpersonal skills to successfully build professional relationships and interact positively with all members of the school community
 - High level communication (verbal and written) and teamwork skills to work collaboratively and flexibly with, and support and assist others
 - Able to analyse, plan, identify and utilise skills and knowledge in some depth to effectively apply solutions to a range of finance and payroll-related problems
 - Ability to take responsibility for own outcomes, take direction and act on it and utilise initiative to achieve required outcomes
 - Good time management and organisational skills including the ability to effectively prioritise tasks
 - Proficient skills and knowledge in using a range of office equipment and computing systems and software, particularly in accounting and payroll
 - Demonstrated ability to maintain confidentiality at all times
 - Demonstrated ability to support leadership with emergencies and/or unexpected situations.
 - Commitment to continuous improvement and learning to ensure currency of relevant skills and knowledge in area of speciality
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SPECIFIC REQUIREMENTS

- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA
 - Current valid Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate
 - Applicable First Aid Certificate relevant to the role requirements
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WORK HEALTH & SAFETY

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012.

As a Worker, while at work you 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, in so far as you are reasonably able to, with any reasonable instruction 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: Division 4, Section 28 – SA WHS Act 2012

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks, and outcomes.