

Position Information Document RECEPTION AND FINANCE SUPPORT OFFICER



Name:

Commencement: 20th January 2025

Concluding: 11th April 2025

Position Title: Reception & Finance Support Officer – ESO

Grade: ESO Grade 2 Year 1

Stream: Administration

Employment Type: Contract

Fraction Time: Part-Time 15 hours per week

Reports to:

Office Manager/ Business Manager/Principal

Employment conditions are in accordance with the Catholic Schools Enterprise Agreement 2020.

1. BROAD PURPOSE

Gleeson College is a faith-filled community providing its members with the opportunity to discover, develop and use their God-given talents and abilities in the service of others.

Staff at Gleeson College are required to demonstrate a commitment to the belief that all students can be thriving people, capable learners, leaders for the world God desires, providing educational support to ensure that students develop the knowledge, skills and attributes they need to thrive in a rapidly changing and complex world.

The position Reception and Finance Support is of significance to the College community. This position requires a professional person to support reception and to assist the Finance Team with accounts receivable, accounts payable and other finance related matters.

The focus of this position must be to ensure that the customer, being student, parent, teacher, colleague, visitor, or the wider community, is completely satisfied with their Gleeson College experience.

2. SPECIAL CONDITIONS

Additional time worked (overtime) is to be pre-arranged and pre-approved by the Business Manager in accordance with College policy.

3. KEY WORKING RELATIONSHIPS

- Business Manager
- Assistant Business Manager
- Office Manager, Safety, Risk and Compliance Officer
- Payroll and Finance Administrator
- Finance Administrator
- Current and prospective Parents and Caregivers

- College Staff
- College Students

4. KEY RESPONSIBILITIES

The role of the Reception & Finance Support Officer is as follows:

Reception Administration

- Warmly welcome visitors, determine their needs and ensure these are met in an efficient and friendly manner.
- Assist with incoming telephone calls, forward calls to appropriate staff members utilising a warm transfer process, and accurately record and distribute messages when required staff members are unavailable.
- Answer queries from parents and follow up with the appropriate members of staff as required.
- Maintain professional communication with all students, parents, staff, the wider community and other visitors to the College.
- Assist as required visitor and staff sign in/sign out register.
- Assist with outgoing mail each day as required.
- Provide administration support to Safety, Risk, Compliance Officer as required
- Assist with providing First Aid to students and staff as reasonably requested and required, using current First Aid methods and procedures to ensure that illness and injury are dealt with appropriately and actions are in accordance with any action plans and alerts that may exist, in a confidential manner.

Finance

- Assist with account enquires, calculating Payment Agreements, and arrange relevant payment plans
- Support the Assistant Business Manager with debt management communication and follow up as required
- Ensure all debtor notes are recorded in Civica Finance for future follow up and reference
- Communicate to Assistant Business Manager regarding identified families who may require further assistance with fee affordability
- Assist with distribution of account statements, termly or as required to College families
- Utilise Civica Finance to receipt payments for school fees and sundry items
- Assist with the daily reconciliation of funds receipted
- Responsible for the accurate recording of all transactions
- Ensure information provided by families remains confidential, however is shared with the Business Manager and Principal to allow for services to be provided to assist the family and particularly the student.
- Assist with costing allocation of creditor invoices
- Ensure all invoices have required authorisation prior to data input and payment
- Assist with data input of accounts payable invoices
- Ensure all invoices are paid by the due date
- Follow up creditors with account/payment enquiries as required
- Assist with reconciliation of Petty Cash.
- Perform any other duties as required from time to time by the Business Manager or Principal.

5. PROFESSIONAL RESPONSIBILITIES

- Understand and implement Gleeson College behavioural management strategies and policies.
- Operate in accordance with the Charter for Staff in Catholic Schools South Australia.

- Support and represent the ethos of our Catholic College as outlined in the Gleeson 10 and Gleeson Staff 5.
- Understand the employer's requirements and act in accordance with South Australian Commission for Catholic Schools (SACCS) and the College's policies, guidelines, and procedures.
- Complete any administrative tasks accurately and on time including record keeping.
- Ensure that confidential information is always maintained and act with discretion and decorum.
- Participate in professional development/training activities as required.
- Attend all meetings and events as requested by the Business Manager.
- Follow First Aid management, training and reporting within the policies and guidelines of the CESA Safety Manual – First Aid, including providing First Aid to students and staff as reasonably requested and required.
- Develop and maintain effective professional relationships with staff, students, parents, and visitors.
- Demonstrate high professional standards and present an appropriate image of Gleeson College in line with the Gleeson College Dress Policy.
- Always promote and speak well of Gleeson College and its staff, addressing any personal concerns with line managers or Principal as required.
- Undertake other duties pertinent to the scope of the position, as required by the Principal.

6. WORK HEALTH AND 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 27 and 28 WHS Act 2012.

7. SPECIFIC REQUIREMENTS

Essential skills and attributes:

- High level of proficiency in Microsoft Office Suite/Office 365.
- A high level of attention to detail.
- Excellent interpersonal, communication and collaboration skills with an open and friendly disposition.
- The ability to establish positive relationships with staff, students, parents, and visitors and communicate effectively with people from a range of backgrounds.
- The ability to work both autonomously and as part of a team.
- A flexible approach, good organisational skills, and the ability to manage competing tasks and deadlines in a timely manner.
- The ability to act calmly in the face of adversity or emergency.

Acquire and maintain:

- Clearance to work in Catholic Education and Current DCSI/Working with Children Check/Catholic Police Check.
- Responding to Risks of Harm Abuse and Neglect – Education and Care (RRHAN-EC) mandatory training.
- HLTAID012 First Aid Training (Provide an emergency first aid response in an education and care setting).
- CESA Staff do not need to be vaccinated against COVID-19 as a condition of employment, with the exception of CESA Staff working in High-Risk Settings. CESA Staff are however

strongly encouraged to have and maintain an Up-To-Date Vaccination Status in accordance with the ATAGI statement. The vaccination requirement for CESA Staff working in High-Risk Settings is a condition of employment or engagement unless an exemption is approved in accordance with the CESA COVID-19 Vaccination Policy.

Desirable criteria:

- Previous experience in a finance administration role or education setting
- Current driver's license.

8. PERFORMANCE REVIEW

The employee must undertake a performance review on an annual basis or at another mutually agreed time. Consultation will occur between the employee and the employee to ensure that the Position Information Document is accurate.

SIGNED

Principal or Delegate:

Date:

Employee:

Date: / /