

Position Description

Finance Officer



Title of Position	Finance Officer
Reports to	School Principal
Stream	Administration & Finance
Classification	Grade 5
Number of Direct Reports:	Nil

ST GABRIEL'S SCHOOL

St Gabriel's School is a co-educational Catholic Primary school for students from Reception to Year 6 in the inner north of Adelaide. A Catholic School in the Daughters of Our Lady of the Sacred Heart Tradition, we teach the universal values of respect, dignity, equality, compassion, truth, love and mercy.

We respect all cultures and faith traditions by providing high-quality education that is both inclusive and affordable. We welcome all students and encourage them to be their best through our values of Faith, Relationships, Excellence and Diversity.

CATHOLIC EDUCATION SOUTH AUSTRALIA

Catholic Education South Australia (CESA) comprises over 100 schools, approximately 9,000 staff and more than 50,000 students across the Archdiocese of Adelaide and the Diocese of Port Pirie. Catholic schools and the Catholic Education Office (CEO) work in partnership with families, children, and young people to give life to the Living, Learning, Leading Framework and to successfully position CESA as the leading education system and an employer of choice.

Catholic Education South Australia is committed to ensuring the safety, wellbeing and dignity of all children and young people. All CESA staff undergo screening to ensure they are fit to work with and protect children and young people. We uphold safeguarding values through thorough recruitment processes, ongoing training, support and supervision, and ensuring all staff are aware of safeguarding policies and procedures.

POSITION OVERVIEW

Reporting to the Principal (or delegate) and under minimal direction, the Senior Finance Officer is accountable for the effective facilitation of the school's financial and payroll operations.

Areas of responsibility include general accounting, budgets, audits, payroll, school fees, Out of School Hours Care, canteen and uniform services as well as financial activities related to school assets and projects such as buildings, grounds and facilities.

SIGNIFICANT WORKING RELATIONSHIPS

- Principal
- Teaching and non-teaching staff
- School Board Finance Committee
- Parents / caregivers, students and school community
- CEO Finance and PLC Teams

KEY RESPONSIBILITIES

Key responsibilities include, and are not limited to:

Finance and Payroll

- Manage/oversee the school's finance function including all aspects of accounts receivable and payable, reconciliation of bank and loan accounts, and preparing and submitting monthly BAS, GST and FBT returns within required timelines.
- Provide leadership and direction in budget strategy having regard to long term financial objectives including projected student numbers, fee income and staffing.
- Provide guidance, and support to ensure budgets are correctly prepared, monitored and administered and negotiate with staff to finalise budget proposals for approval.
- Manage all aspects of the school's Payroll function and reporting requirements ensuring compliance with Enterprise Agreement provisions. This includes but is not limited to complex and specialised salary and payroll calculations, PAYG, salary sacrifice for superannuation and motor vehicles, reimbursement of staff costs as appropriate (e.g. LSL, parental leave) etc. subject to approval by Principal (or delegate).
- Maintain accurate and complete employee files including in relation to salary, superannuation, leave and training and prepare associated management reports, to ensure all employee records exist and are available to comply with legislative requirements.
- Provide accurate and appropriate information, interpretation and advice of Enterprise Agreement provisions, taxation and associated requirements to leaders and staff as required, regarding salary and entitlements.
- Support the preparation of government funding submissions and administer grants.
- Administer school fees processes. This relates to fee collection, payment plans, currency of fee information, debt collection, record-keeping and reporting.
- Develop, implement, and maintain finance and associated systems and processes as per CESA and school policies to ensure legislative and governance compliance.
- Coordinate the maintenance of buildings, grounds and facilities and participate in managing major works and redevelopments.
- Actively participate in school activities, events, required training, professional development, and professional reviews.
- Undertake other duties as directed by the Principal (or delegate).

PERSON SPECIFICATION

- Commit to upholding and actively contributing to the Catholic ethos of the school.
- Proven experience in financial management at a mid-high operational level. Experience within a school/educational environment in a comparable role is desirable.
- Ability to apply specialised knowledge with depth in relevant financial and taxation legislation and regulation and payroll management. Knowledge of CESA finance and accounting processes, procedures, audits, requirements is desirable.
- Initiate, analyse, design, plan, execute and evaluate major, broad, and highly specialised financial functions to achieve required actions and output.
- Demonstrated high level experience using finance/payroll software programs with ability to exercise substantial autonomy in decision making using a wide-range of highly specialised skills.
- Advanced level computer proficiency including Microsoft Office suite, in particular Excel and Outlook, as a minimum.
- Experience in informing the development of significant policies and strategies for the successful operation of the school involving research and investigation which may be extensive to enable school leaders to make informed financial decisions.
- Ability to interact professionally and positively with all members of the school community, being accountable for own and service outcomes within broad parameters.
- Excellent time management and organisational skills and ability to effectively prioritise tasks and meet timelines to achieve stated objectives and support others to achieve same.
- Demonstrated ability to maintain appropriate confidentiality.
- Ability to lead and support other staff members during unexpected situations or emergencies and follow procedures required in such situations.
- Commitment to continuous improvement and learning to remain current with area of specialty and willingness to undertake required training and professional reviews.

ROLE REQUIREMENTS

- Formal tertiary qualification equivalent to 2 years of full-time study (e.g. Advanced Diploma) in finance/accounting/business and/or demonstrated equivalent competency and experience.
- Act in accordance with the CESA Code of Conduct and the Charter for Staff in Catholic Schools in South Australia.
- Hold a current acceptable Working with Children Check (WWCC) clearance & screening to work in Catholic Education South Australia.
- Hold current certification in Responding to Risks of Harm, Abuse and Neglect in Education and Care Settings.
- First Aid Qualification as directed by the school.
- As a worker, comply with the SA Work Health & Safety Act 2012 and, while at work, take reasonable care for their own health and safety.
 - Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.

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- Comply, in so far as you are reasonably able, with any reasonable instruction given by the employer.
- Co-operate 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.

Being vaccinated against COVID-19 is not mandatory for CESA staff. It is highly recommended for all CESA staff to maintain vaccination status as recommended by the policy.

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.