

School Logo

Position Information Document

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| **POSITION tITLE** | School Finance Officer |
| **ESO gRADE** | 6 |
| **ESO STREAM** | Administration & Finance |
| **Employment Category** | Permanent |
| **Hours per week** | 37.5 |
| **Weeks per year** | 46 |

**Key Working Relationships**

* Principal/Deputy Principal (or delegate)
* School Board/Finance Committee
* School staff
* Students and parents/carers
* Independent contractors/suppliers/service providers
* CEO Finance and PLC teams

**Broad Purpose**

Reporting to the Principal, the School Finance Officer is accountable for the effective financial management of the school.

The position requires specialised knowledge in financial, payroll and other associated areas relating to the school’s activities including staff salaries, school fees, Out of School Hours Care, Canteen and Uniform services and is also responsible for the management of assets including the coordination of buildings, grounds and facilities.

# DUTY STATEMENT

Key responsibilities include, but are not limited to:

**General Finance**

* Contribute to the strategic leadership and direction for the long-term forward planning of school finances, including operating and capital works plans.
* Be responsible for formulating policies and providing specialist financial advice on policy formulation to senior management.
* Coordinate accounting processes and ensure that all funds, including investments are effectively accounted for according to school and applicable sector policies.
* Deputise for the Business Manager at meetings and briefings
* Oversee the process of accounts payable
* Oversee all aspects of Accounts Receivable including preparing, issuing, recording, and receipting of school fee accounts, and record and implement any approved changes in fee structure/processes
* Oversee any cash management activities, including Petty Cash, and ensure correct record keeping and accounting is effectively demonstrated
* Prepare funding submissions and administer funding grants.
* Undertake research and investigations as necessary to prepare informative and accurate financial information and reports for the AGM Report and Board Meetings
* Accountable for all reporting to external bodies, including the preparation of various reports and returns for Commonwealth and SA Governments, SACCS and CEO Student Census reports

**School Fees**

* Be responsible for the preparation and distribution of school fees to families.
* Monitor fee collection plus, in consultation with the Principal, negotiate with parents re fees in accordance with school policy and meet with families as required to arrange payment plans.
* Be proactive and initiate follow-up with fee debt collection in consultation with the Principal.

**Budgets, Audits and Financial Planning**

* Manage the preparation of the annual budget, including curriculum and grounds and facilities and provide regular financial statements to senior management/school board. Consult with the Principal and Finance Committee to confirm the annual budget.
* Work in close collaboration with the Principal (or delegate) to plan and develop strategic and operational financial budgets, including operating and capital works plans, that support the overall financial stability of the school.
* Ensure funds are available for use as planned for both the annual budget and five-year plan.
* Attend Finance Committee/School Board meetings and provide analysis of reports, interpretation, and advice regarding the school’s budget, investments and other financial needs.
* Initiate and prepare accounts for annual audit including Annual Financial Statement for auditing by external auditor in accordance with appropriate SACCS policy and accounting standards. This statement together with all school records includes HR records, cash receipts, paid invoices and fee records for the year audited.
* Liaise with external auditor to ensure annual audit is completed within timeframe for lodgement with CEO and external bodies.

**Payroll**

* Process all aspects of fortnightly payroll for the school.
* Prepare monthly salary deduction payments including PAYG, Superannuation and other applicable deductions.
* Process monthly journals to recognise payroll transactions.
* Maintain salary sacrifice records e.g. for Superannuation and vehicles, as per legislative, CESA and ATO requirements.
* Arrange payment of expenses, transfer of funds and reimbursements of funds including vehicle claims from the CEO.
* Comply with current Enterprise Agreement provisions for the calculation of salary steps/grades and allowances for staff.
* Provide staff with accurate and appropriate interpretation and information of Enterprise Agreement provisions, taxation and associated requirements, as required, regarding salary and entitlements and provide advice as applicable.
* Ensure staff service records are up-to-date and maintained through regular review and monitoring.
* Prepare and submit to CESA claims, reimbursement of staff costs as appropriate (LSL, Parenting Leave, Sick Leave etc.).

**Other duties**

* Work collaboratively with the Admin Staff, to support the daily running of the Front Office when required.
* Work collaboratively with other staff and maintain effective communication with the Principal regarding financial matters.
* Participate in required training, professional development and WHS activities and regular performance reviews.
* Undertake other duties as directed by the Principal (or delegate).

# person specification

**Qualifications and Experience**

* Formal tertiary qualifications in finance/accounting or other relevant business management discipline and comprehensive equivalent experience.
* Proven experience in financial management at a mid-operational level. Experience within a school/educational environment is highly desirable.
* Ability to apply high level specialised knowledge of financial and taxation legislation and regulation relevant to business and payroll management. Knowledge of CESA finance and accounting processes, procedures, audits, requirements is desirable.
* High level experience utilising finance/accounting software programs.
* High level of computer proficiency including Microsoft Office suite, in particular Excel.

**Personal skills and attributes**

* Contribute to and actively support the Catholic ethos of the school and be willing and available to participate in all aspects of school life.
* Excellent interpersonal skills and ability to communicate effectively (verbally and in writing) with staff, parents/carers and the broader school community.
* Demonstrated excellent organisational skills and flexibility with the ability to prioritise tasks, meet deadlines and be accountable for own and service outcomes within scope of the position.
* Able to be pro-active, work without guidance, and exercise substantial autonomy in decision-making, as well as be an effective and collaborative member of a small cohesive team.
* Demonstrated commitment to ensuring high levels of confidentiality at all times.
* Initiate, analyse, design, plan, execute and evaluate major, broad, and highly specialised financial functions.
* Model a culture of co-operation, support, and professionalism amongst staff at all times.
* A commitment to ongoing professional development and learning in contemporary financial and accounting principles, standards, and practices.
* Ability to deal effectively with emergencies and/or stressful situations.

# specific requirements

* Applicable First Aid Certificate relevant to the role 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
* 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
* The School Finance Officer is an ex-officio member of the Finance Committee of the School Board and requires reasonable additional hours to be worked, including some out of hours work from time to time.

# 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.