

Chairo Christian School

ABN 12 451 824 370

WARRAGUL DISTRICT PARENT CONTROLLED CHRISTIAN SCHOOL ASSOCIATION INC. Reg. No. A5753

~ Position Description – Finance Officer ~

Title **Finance Officer**

Appointed by **The Executive Principal**

Responsible to **The Business Manager through the Finance Manager**

RESPONSIBILITIES AND DUTIES

Overview

The Finance Officer is expected to be experienced in financial processing of accounts payable and accounts receivable, being able to assist with the processing of financial transactions and maintain appropriate accounting records and financial information.

These require excellent people and communication skills, a high level of computer literacy, Word and Excel processing skills, being able to maintain confidentiality, being able to work well in a team, and ensuring a professional and friendly welcome is given to all.

General Expectations

Teamwork within the Organisation

As a team player in this organization the staff member will use their professional knowledge to assist in further developing and maintaining a workplace for staff that:

- a. Is founded on the person of Jesus Christ and honours Him in all that we do.
- b. Reflects a community in which Christian love and concern are woven into the task of learning and team work.
- c. You will be required to ensure that you:
 - i. Model a lifestyle that reflects Christian practice and beliefs in your everyday work.
 - ii. Work positively towards the success of School and Association activities and traditions.
 - iii. Help maintain a positive and enthusiastic work environment.
 - iv. Support the ethos that the Association requires in its schools.
 - v. Are aware of your membership in the Christian community and respect and support the directions of the Association through the leadership of the Board and Principal.
 - vi. Participate in Performance Management processes to continue developing skills.
 - vii. Ensure your knowledge and skills are current and that your work contributes to the learning and spiritual needs of the students.

Provide an example to all by:

- a. Modelling Christian behaviour, practices and beliefs.

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- b. Building cooperative and supportive relationships with the Board, Principal, teachers, support staff, students and parents.
- c. Promoting equity of access and receptivity to ideas.
- d. Always acting in the best interests of the School, the Association and its ethos.
- e. Modelling the use of appropriate and proper channels of communication.

Specific duties

The Finance Officer is required to carry out the following duties and responsibilities:

Accounts Payable

- To assist with processing of accounts payable onto our administration software (TASS) including purchase orders and invoices.
- To maintain the integrity of our accounts payable system including collection and collation of order forms, matching of them to invoices and promotion of their need to staff and suppliers.
- To maintain accounts payable records in an orderly manner including appropriate filing of records before and after payment.
- To liaise with staff and suppliers with related issues.

Accounts Receivable

- To assist with the accounts receivable process as required including the receiving of monies, recording and receipting of the same and the periodic billing process, including the creating and billing of new accounts.
- To assist with the data entry of accounts receivable information.
- To assist with the banking needs of the School.
- To assist with telephone calls and other correspondence related to accounts receivable.
- To attend to petty cash requirements and recording.
- To assist with the debt collection process and have oversight of a specific section of the accounts receivable ledger and to report on said section as required, with advice.
- To assist with other finance related tasks including the processing and collection of Travel Conveyance forms and applications, processing and collection of CSEF forms, processing and collection of Kinder Subsidy forms and the processing and recording of other information received from parents relating to the financial process.

Support duties

- Assist with the promotion of the School as required.
- Involvement in Emergency Management procedures;
- Provide appropriate backup and support to staff across all Finance functions as directed by the Finance Manager.

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- Assist with general secretarial support and reception support for other staff as required.
- To assist the Finance Manager and Business Manager in other tasks as required.
- Attend meetings as required.

Child Safety Responsibilities

All support staff members are required to be familiar with the contents of our Child Protection and Safety Policy and our Child Protection Program, and with their legal obligations with respect to the reporting of child abuse. It is each individual's responsibility to be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with one of the school's Child Protection Officers.

Child Safety specific experience, qualifications and attributes

- Display a high level of integrity and trust
- Ability to role model the school's values
- Experience in working with children
- An understanding of appropriate behaviours when working with children.

KEY SELECTION CRITERIA

- An ability to work in a team of people to deliver quality services to the school.
- Knowledge of GST and basic accounting principles;
- Appropriate experience in administration;
- Excellent organisational and management skills
- Excellent people skills and communication skills including telephone manner;
- A high standard of computer literacy (MS Word and Excel) and keyboard skills.
- Evidence of Christian character in all aspects of attitude, conduct and relationships and demonstrated ability and desire to act as a positive Christian role model;
- Flexibility;
- Demonstrate the ability to utilise school data based platforms and reporting systems efficiently and competently.
- Attention to detail with high proof reading skills;
- An ability to maintain a high level of confidentiality;
- Ability to work under pressure;
- Level 2 First Aid qualification (or willingness to gain).
- Current Driver's License;
- Be able to provide a current Working with Children Check.

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