

Job Description

POSITION: College Finance Officer – AR & Payroll

REPORTS TO: Assistant Business Manager

DEPARTMENT: Finance

DATE APPROVED: November 2024

Position Purpose

The College Finance Officer plays a vital role in supporting the efficient operation of the College by providing clerical, administrative, and financial services. This role involves performing a variety of tasks requiring both generalist and job specific skills. The finance officer is responsible for ensuring compliance with financial policies and procedures and must support and contribute to the College's vision, mission, faith and ethos.

Organisation Environment

Belmont Christian College operates within a unique and spiritually nurturing environment from K-12 with over 900 students and 150 members of staff.

The **College Finance Officer** is required to:

- Read, understand, and adhere to all the College's policies and procedures.
- Take proactive responsibility for safeguarding and promoting the welfare of pupils.
- Undertake training and professional development as required to keep up to date with current developments.
- Undertake other duties appropriate to the post that may reasonably be required from time to time commensurate with the grading of the post.
- To support staff in all aspects of the school's processes and procedures as required.

- Be fully aware of and implement any emergency plans according to College Procedures (e.g. emergency closures, fire alarms etc.).
- To ensure that work is completed in a timely manner and according to agreed procedures.
- To collaborate and work effectively with all members of the Finance Team, along with other staff, parents, students and the general public; Ensuring that the school is represented effectively and managing enquiries, concerns or complaints with tact, diplomacy and sensitivity.
- Fulfill other areas of the Finance Team and main office as required.

Key Accountabilities

Area of Accountability	Major Activities	Performance Indicators
Christian Outlook	Demonstrate a Christ-like example in the College ensuring that: <ul style="list-style-type: none"> • All activities are undertaken with a strong Christian commitment and focus. • Christian servant leadership is exercised with staff, students, parents, and the wider community. • Perform day-to-day duties prayerfully and consistent with a Biblical lifestyle with the aim of bringing glory to God. 	<p>Strategies and actions are aligned to the College's vision and mission.</p> <p>Conduct is aligned to behaviours outlined in the Statement of Faith and Codes of Conduct.</p>
Mission and Policies	<ul style="list-style-type: none"> • Support the College's vision, mission, faith, and ethos. • Understand, and adhere to all the College's policies and procedures. • Perform other duties as required, appropriate to the post and commensurate with its grading. 	<p>Support the College's Values Align daily actions with the College's mission, policies and ethos.</p> <p>Foster a faith-based, positive culture.</p>
Administrative Responsibility	Support the Assistant Manager by ensuring the timely and accurate processing of financial tasks, including but not limited to, accounts receivable & payroll functions: <p>Payroll –</p> <ul style="list-style-type: none"> • Processing fortnightly payrolls for approximately 150 staff in total within the required time frame. • Processing and reconciling salary packaging accounts, balancing ledger accounts. • Prepare payroll reports. • Ensure the ATO and Superannuation payments are paid within the required time frames. • Calculation of staff leave entitlements, including long service leave, and leave loading. 	<p>Administrative role Ensure 100% compliance with the College administrative expectations.</p> <p>Resolve procedural gaps promptly and proactively communicate.</p> <p>Ensure administrative efficiency in an organised and clear manner.</p>

	<ul style="list-style-type: none">• End of financial year payroll processing, including the balancing and production of payment summaries through STP.• Answer staff queries and any queries from third parties.• Calculate and process step increases and other payroll changes as required. <p>Accounts Receivable –</p> <ul style="list-style-type: none">• Preparation and ownership of the end-to-end billing process, including invoicing annual school fees in the required timeframe and maintaining the debtor's database.• Generating fee statements and reminders.• Invoicing for ad hoc items.• Answering fee enquiries from parents and creating rapport through contact with families.• Managing the College's payment system, including processing dishonours and direct debits.• Knowing and adhering to the finance and debt collection policies and procedures, particularly in relation to taking a proactive approach to the collection of fees, and the collection of overdue fees, including liaising with the College's debt collection agency.• Producing timely debtor related reporting to aid management decision-making.	
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Key Communications

Internal

- Assistant Business Manager and Business Manager: Report directly to seek guidance from, and support for scope of work.
- Other members of the Finance Team: Collaborate for the overall outcome requirements of the Finance Team.
- Office Administrators: Collaborate and assist, as required.
- Other staff: Collect information to accurately process finance scope of work.

External

- Suppliers & creditors
- Parents: fees and other financial questions
- Financial Institutions

Challenges

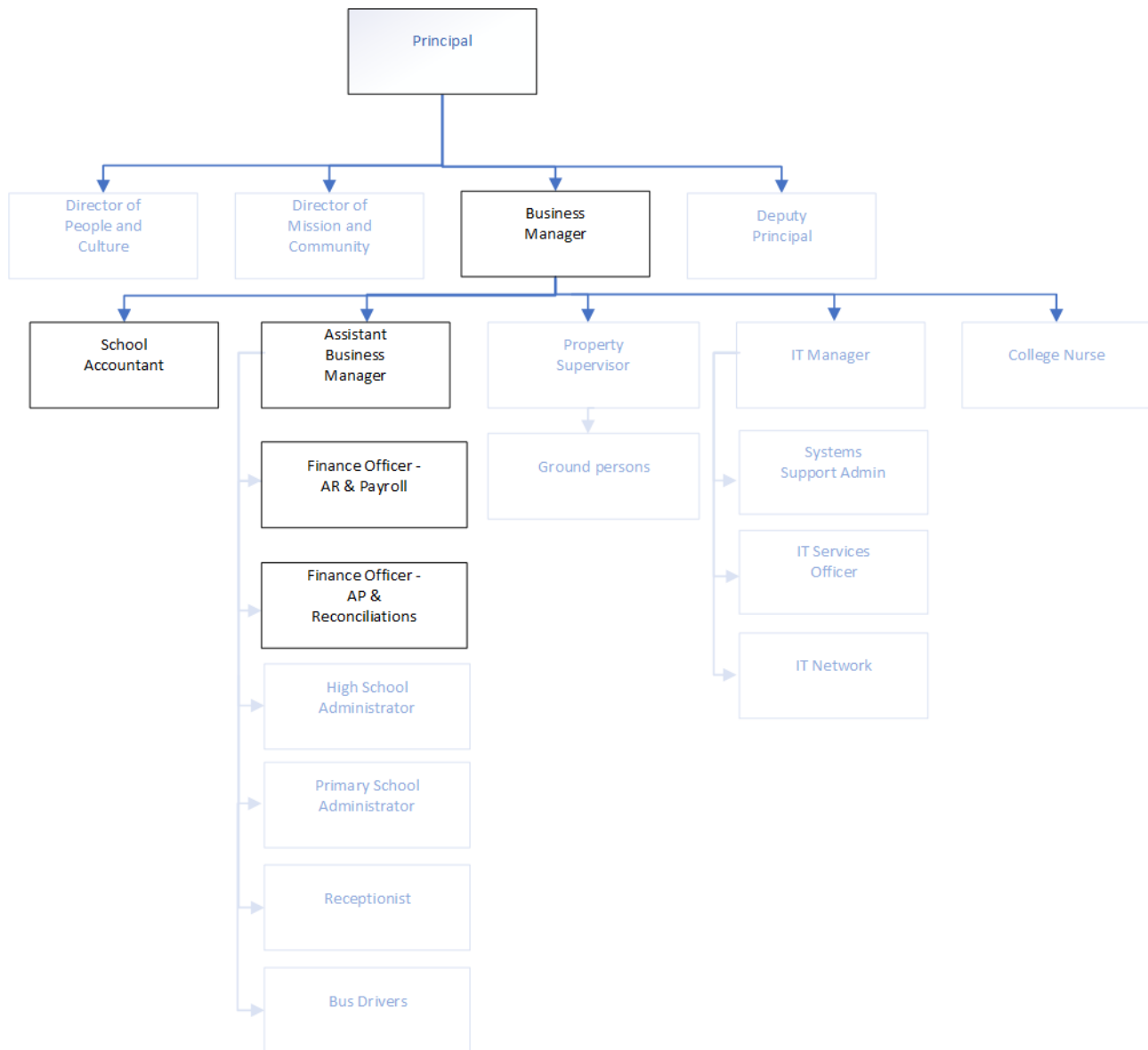
- Managing secure financial data and always ensuring accuracy, privacy and timeliness.
- Operating to tight deadlines in a dynamic educational environment.
- Ensuring consistency of services and completion of tasks as required.
- Ensuring record keeping and compliance requirements are met in a highly regulated sector.

Knowledge, Skills and Experience

1. It is an inherent requirement of the role that the incumbent have a personal relationship with Jesus Christ, actively attend their local Church, and willingly support the vision and practice of the College as stated in:
 - i. the College Statement of Faith,
 - ii. the Staff Pledge that is recited annually at the Staff Commissioning Service, and
 - iii. the College Codes of Conduct.

2. Certificate III or higher in Finance or equivalent qualification with a minimum 3 years' experience in a finance role, particularly payroll.
3. Demonstrated ability in accurately and proficiently performing a wide range of finance tasks, with the willingness to develop those skills through further training as required.
4. High level of computer literacy skills and proficiency using software such as Microsoft Office applications, with the capability and willingness to learn new packages as appropriate; experience in database management and excellent excel skills.
5. Experience in administering financial programs including providing ongoing monitoring of compliance with relevant policies and procedures.
6. Understanding of basic accounting procedures including Australian GST rules.
7. Ability to work methodically and accurately to process high volumes under pressure.
8. Demonstrated ability to work autonomously and within a team environment.
9. Ability to use initiative, assume responsibility for tasks and projects and to resolve problems.
10. Highly effective communication, customer service and interpersonal skills, and the demonstrated ability to interact constructively and collaboratively with staff at all levels of the organisation.

Organisation Chart



Selection Criteria

1. It is an inherent requirement of the role that the incumbent have a personal relationship with Jesus Christ, actively attend their local Church, and willingly support the vision of the College.
2. Knowledge of and a deep commitment to child safety in an education setting.
3. Current Working with Children Check.
4. Certificate III or higher in Finance or equivalent qualification with a minimum 3 years' experience in a finance role, particularly payroll.
5. Strong Excel skills and experience in using accounting software systems.
6. Should be willing to learn XERO & Sentral systems.
7. Current Working with Children Check.

8. Demonstrated experience in the following competencies:

- Collaborating and partnering
- Identifying areas of improvement in processes and systems
- Applying Expertise & Technology
- Analysis and Reporting
- Productivity and Adaptability
- Planning and Preparation

Signature

Incumbent name

Incumbent signature

Date