

# Position Description



**EMMANUEL  
ANGLICAN  
COLLEGE**

*Learning ~ Living ~ Leading*

## **Position**

Finance Officer

### **College Overview**

Emmanuel Anglican College is a coeducational Anglican school in Ballina, New South Wales. The College shares a passion for a holistic education designed for learning, living, and leading that anticipates the possibilities of the future.

### **Our Purpose**

We seek to grow each student to become a person of character who is inspired by excellence and adaptability, whose life is modelled on that of Jesus, and who, through courage, creativity, compassion and citizenship, strives to create a better world.

### **Position Overview**

The Finance Officer is a key member of the College's Finance Team, which assists the Finance Manager in managing the day-to-day financial operations of the College by providing accurate, timely and efficient financial processing.

### **Key Responsibilities**

The following responsibilities are not exhaustive but are indicative of the scope and nature of the role.

#### **Maintain and Monitor the College's Parent Accounts:**

- Maintain the Parent Accounts module of the College's School Management System (SMS), including the Fee Schedule.
- Process charges, credits and payment receipts associated with parent accounts.
- Raise and issue Statements of Account to College families.
- Answer queries from families in relation to their Statement of Account and resolve where possible or escalate to the Finance Manager.
- Maintain and manage parent Direct Debit Requests in the College's digital accounts receivable system.
- Assist the Finance Manager with the assessment, documentation, and processing of fee concessions and/or financial hardship requests.
- Assist with debtor collection procedures, including preparation of reminder letters and escalation of accounts to third party debt collectors where required.
- Preparation of reconciliations and debtor reports as required.

#### **Accounts Payable Processing:**

- Manage and maintain the College's supplier database.
- Verify the accuracy of invoices against the relevant purchase orders and enter invoices into the Accounts Payable system.
- Schedule and process batch payments to suppliers, ensuring due dates are observed.
- Maintaining the accounts payable records by filing all source documents and system generated reports.
- Assist the Finance Manager with preparation of purchase orders associated with the College's teaching resources and capital budgets.

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**Work Collaboratively With Other Members of the Finance Team to:**

- Ensure timely and accurate processing of daily financial transactions.
- Manage and prepare bank deposits.
- Prepare monthly reconciliation of bank and other ledger accounts.
- Schedule routine tasks to ensure they are completed within set timeframes.
- Assist the Finance Manager with month end processes and reporting.
- Assist with funding acquittals and other compliance reporting.
- Maintain the financial records, including accurate filing and archiving of records.

**Other Duties**

- Assist the Payroll Officer, when required, with accurate and timely preparation and processing of the fortnightly payroll.
- Ensure employee records are accurately maintained.
- Assist with the preparation of year end accounts for external audit.
- Ensure security and confidentiality of financial documents and staff records.
- Contribute to process improvement and service delivery reforms when identified.
- Other finance related tasks as requested by the Business Manager or Finance Manager.

**Contribute positively as a member of the team and working collaboratively with College staff.****Knowledge, Skills and Qualifications**

- Qualifications in Accounting are desirable but not essential.
- Experience with accounting software and associated functions.
- Experience with accounts receivable/invoicing.
- Experience with payroll processing, including reviewing and interpreting Industrial Instruments.
- Highly organised.
- Good communication skills.

**Personal Qualities and Attitudes**

- Excellent attention to detail.
- Respect and uphold confidentiality.
- Able to prioritise and handle multiple tasks.
- Able to follow tasks through to conclusion.
- Ability to work harmoniously with all staff.
- Flexible, friendly and positive disposition.
- Supportive of the College's ethos and vision.
- Adhere to and abide by the expectations of Emmanuel Anglican College Code of Conduct.

**Remuneration**

The appointee to this position will be remunerated in accordance with the Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement as a Level 3 Senior Clerical Officer at the salary scale (Step 3.1 – 3.3) equivalent to their qualifications and level of full-time equivalent service.