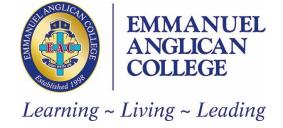
Position Description

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.

Our Purpose

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 confidentially.
- 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.