



JOB DESCRIPTION & PERSON SPECIFICATION

College Department:	Administration
Position Title:	Finance Assistant
Position Classification:	Lutheran Schools Officer Grade 2
Tenure:	As per Employment Agreement

JOB DESCRIPTION

1. Summary of the broad purpose of the job in relation to the College's goals.

The Finance Assistant, under the direction of the Business Manager, provides financial services, including accounts payable and accounts receivable. This position may assist the Finance Officer in processing payroll and the compliance obligations, pertaining to payroll, such as PAYG and Superannuation.

2. Reporting / Working Relationships

The Finance Assistant is responsible to the Business Manager for all matters including day to day activities and is expected to work collaboratively with all members of the College community to engender a positive and harmonious team environment. The Finance Assistant works closely with the Finance Officer.

All staff members are ultimately responsible and answerable to the College Principal.

3. Special Conditions

The Finance Assistant is employed under the terms and conditions specified in the Lutheran Schools Enterprise Agreement.

4. Extent of Authority

Manage assigned work to achieve all goals to finality within policies and guidelines, reporting to the Business Manager work priorities and workloads, and any matters not covered by policies and guidelines.

The Finance Assistant will abide by College policy and procedures and perform all duties as requested by the Executive Team.

5. JOB DESCRIPTION Statement of Key Outcomes and Associated Activities

(Grouped into the Key Result Areas (KRAs), and as major areas of responsibility and activity.)

The role of the Finance Officer encompasses activities within the following Key Result Areas (KRAs):

Financial

Payroll

Administration

The responsibilities of the Finance Officer in each KRA include:

Financial

- Accounts receivable – money is accurately receipted including cash, EFTPOS, online payments including direct debits, government payments and coded correctly against the families and general ledger in MAZE.
- Accounts payable – matching purchase orders to invoices, verifying the accuracy of invoices and reconcile supplier statements.
- Liaise with suppliers to resolve account and payment queries.
- Ensure that all direct debit rejections advised by Bendigo Bank Funds Transfer department have been followed up ensuring the Direct Debit procedure is followed.
- Prepare banking daily and assist with bi-monthly bank reconciliation.
- Provide accurate and timely reports on financial matters to the Business Manager.
- Prepare faculty/class expenditure statements when required.
- Prepare and process end of month financial functions.
- Responsible for the processing and reconciliation of Building Fund Receipts.
- Management of Petty Cash.
- Administer school banking.
- Process canteen accounts and other money as required.

Payroll

- Assist the Finance Officer in processing payroll and maintaining adequate records, when required.

Administration

- Undertake administrative tasks as required by the Business Manager.
- Provide general assistance from time to time in the Administration Team as required.

Other

- Keep up to date on what is happening around the College.
- Provide a high level of service to all customers and optimally promote and serve the College through effective customer care.
- Any other duties as directed by the Business Manager or Principal.

PERSON SPECIFICATION

1. Educational / Vocational Qualifications / Other Requirements

- Tertiary qualification in a finance discipline (desirable).
 - Qualifications in First Aid (desirable).
 - Current Responding to Abuse and Neglect certificate (can be arranged by the College).
 - Current Department of Communities and Social Inclusion (DCSI) employment screening and background check for working with children.
 - Drivers licence.
 - Valuing Safe Communities training (Provided by the College).
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2. Personal Skills, Abilities & Aptitude

The skills, abilities and aptitude of the Finance Assistant will encompass the following:

Skills

- Financial acumen and analytical skills.
- Intermediate skills in Microsoft Suite of Applications.
- Organisational and time management skills including the ability to cope with high volumes of work, changing priorities and meeting critical deadlines.
- Well developed communication skills (telephone, email, written correspondence).
- Exceptional attention to detail.
- Interpersonal skills that portray a welcoming atmosphere, friendly disposition and helpful nature.

Ability to

- Organise and set priorities for various activities to meet required deadlines.
- Work cohesively in a team environment as well as working autonomously where required.
- Take an optimistic approach to challenges and effectively use initiative.
- Use diplomacy, discretion and tact as required in a professional work environment.
- Operate with the strictest of confidence.
- Support continuous improvement and adapt to change.

Aptitude

- A personal commitment to the College Vision, Mission and values underpinning the delivery of a Christian based education to students in the College community is essential.
 - Have a full understanding of how to securely handle and manage the personal data of staff and students in a school environment.
 - Be a lateral thinker, proactive and be prepared to undertake an innovative approach.
 - Have a natural affinity with people and developing successful relationships.
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3. Experience

- Experience in basic accounting, invoice processing and payroll applications.
 - Experience in working in a team environment and following directions.
 - Experience in working within an educational setting (desirable).
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4. Knowledge

- Understanding of financial databases and management of highly sensitive data.

5. Work Health and Safety

- Comply with the school's Safety Policy and the Safety Management System.
 - Be aware of safety related responsibilities, authorities and reporting relationships.
 - Participate in training.
 - Take reasonable care to protect their own health and safety.
 - Take reasonable care to avoid adversely affecting the health or safety of any other person through an act or omission.
 - Follow Work Instructions.
 - Use equipment provided for health or safety purposes.
 - Obey reasonable instruction that the employer may give in relation to H&S.
 - Report hazards by completing Part 1 of the Safety Improvement Request form.
 - Contribute to the continual improvement of the Safety Management System.
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6. Classification Level

Lutheran Schools Officer Grade 2. (Refer to the guidelines in the Lutheran Schools Enterprise Agreement for additional details relating to roles and responsibilities at this Grade Level.)

7. Performance Standards & Review

An annual Performance Review is undertaken with the Business Manager to determine capacity to meet the demands of the role; where additional skills training is required and what level of job satisfaction is being obtained.

APPROVAL

Job Description & Person Specification Approved

Mr Alan Connah

(Print Name)

(Signature)

Date:

Acknowledged by Person Selected

(Print Name)

(Signature)

Date: