

POSITION DESCRIPTION



POSITION: Administration Employee – Finance Assistant STATUS: Term Time
REPORTS TO: The School Principal or Business Manager DATE:

CLASSIFICATION: SO Level 4

COLLEGE: Marist College Emerald

EMPLOYEE NAME:

Purpose of Position:

The finance office assistant is responsible for providing support services to the Principal and the Business Manager which facilitate the financial management and administration of the school.

Key Characteristics:

Skills: Demonstrate tolerance, maturity, patience and a capacity for self organisation and the ability to respond and adapt whilst operating in an environment which is often demanding and busy
Facilitate effective communication with staff, students, parents and visitors in a way that enhances the school image and contributes to the goals of Catholic Education
Demonstrate a capacity for tact and discretion and an ability to maintain confidentiality
Apply knowledge with depth in some areas & a broad range of skills
Discretion and judgement are required for self and/or others in planning, selection of equipment, work organisation, services, actions and achieving outcomes within time constraints
There is a wide variety of roles and tasks in a variety of contexts
There is complexity in the ranges and choice of actions required
Competencies are normally used within a variety of routines, methods and procedures

Supervision: Work will be carried out under general supervision and may be checked in relation to overall progress
Progress and outcomes sought are under general guidance
May involve a level of autonomy when working in teams

Supervision of Others:

The work of others may be supervised
Responsibility for the work and organisation of others in limited areas
Teams may be guided or facilitated
Training of subordinate staff may be required

Qualifications: Tertiary qualifications at Certificate level or equivalent knowledge, qualifications and experience relevant to the position may be required

Typical Duties:

Typical duties performed include, but are not limited to:

- Practice confidentiality in relation to all aspects of the role
- Provide administrative support to senior management of a school where discretion and judgement are required, including: taking minutes; organising appointments and diaries; initiating and handling correspondence (which may include confidential correspondence); monitoring telephone calls; and establishing and/or maintaining working filing systems
- Within a variety of routines, methods and procedures apply inventory and purchasing control procedures, prepare monthly summaries of debtors and creditors ledger transactions and reconcile these
- Apply knowledge of advanced functions of computer software packages and to manage data ie modify fields of information; develop new databases or spreadsheet models; or graph previously prepared spreadsheets
- From verbal or rough handwritten instructions: answer non-standard executive correspondence, prepare papers, briefing notes, or other written material
- Utilising a variety of routines, methods and procedures, calculate and maintain wage and salary records; perform routine classification determinations; and process resignations, retirements and redundancies in accordance with relevant award entitlements

- Within a variety of routines, methods and procedures provide significant assistance in the preparation of; financial information to trial balance; budgets; cash flow records; balance sheets; trading accounts; cash management analysis; FBT and entity disclosure requirements (NOTE an employee is not required to perform all duties listed to satisfy this skill descriptor)
- Train staff classified at lower levels by means of personal instruction and demonstration

Specific Duties:

Finance:

- Maintain accurate records of accounts receivable, accounts payable and the general ledger using the TASSweb program.
- Provide support to the Business Manager, accurate financial reporting, deal professionally with sensitive and confidential financial issues.
- Assist with the development and production of annual budgets.
- Assist in the preparation of end of the month procedures. Prepare monthly Profit & Loss balance sheets.
- Reconcile the GST for each month, for the Business Manager to submit the BAS statement to ATO on timely basis.
- Monitor expenditure in light of the approved budget, authenticate that all purchases are properly authorised, and report to the Business Manager on a regular basis.
- Reconcile and bank all cash, online, electronic payments, EFTpos as required by the Business Manager.
- Reconcile and report all debtor accounts within TASSweb.
- Prepare monthly reports of debtors and creditors ledger transactions and reconciliations.
- Assist in the preparation of accounts for school fees, requests for school building fund levies and sundry items.
- Receive all incoming fees and issue receipts.
- Prepare and process payroll transactions within routines, methods and procedures. Maintain wage and salary records.
- Assist in the administration of applications for fee concessions as required by the Principal/Business Manager.
- Follow up on overdue accounts as required according to the relevant school procedures and maintain the confidentiality of all debtors.
- Validate all invoices [goods received, correct prices, tax invoices etc.]
- Balance and make payments for all creditors within TASS.
- Maintain and be responsible for appropriate records to satisfy that audit policies and procedures are followed.
- Code daily transactions in relation to guidelines
- Enter and prepare the monthly Credit Card Reconciliation.
- Monitor student records and report as required.
- Assist in the preparation of internal and external publications.
- Maintain a store through such duties as participation in ordering and issue of expendable stores, recording of stock levels, maintaining records of equipment distribution, delivery dockets, invoices and payment vouchers, and responsibility for keys/recording key cabinet.
- Make travel and accommodation bookings in line with a given itinerary.
- Ensure cash handling procedures are followed correctly.
- Receive all monies for excursions, bus trips and similar activities.
- Attend to the front counter and telephone; handle enquiries from staff, parents and the general public when required.
- Liaise with the Business Manager with daily routines and procedures. Attend fortnightly office meeting.

Student protection is paramount in Catholic kindergartens, schools, colleges and OSHC centres. Our commitment to the protection of children is based on our belief that each person is made in the image of God, and our ethos is to provide a safe and supportive environment for all. All children have the right to expect that the school will always act to protect them from any kind of harm. All staff employed by Catholic Education – Diocese of Rockhampton have a responsibility to act in a way which prioritises the safety of all children.

Catholic Education in the Diocese of Rockhampton complies with all Student Protection legislative requirements. This includes meeting the accreditation requirements of the Non-State School Accreditation Board, which has approved the Student Protection Processes and Guidelines to be used in schools.

I acknowledge that I have sighted and been provided a copy of this Position Description.

Employee Name (Please Print)

Signature

Date