



## St Aidan's Anglican Girls' School St Margaret's Anglican Girls School

### Position Description:

## **FINANCE OFFICER**

<b>Location:</b>	St Aidan's Anglican Girls' School and St Margaret's Anglican Girls School (the Schools)
<b>Responsible to:</b>	Finance Manager
<b>Key Liaisons:</b>	Director of Business & Operations (DBO), Assistant Director of Commercial Services, Finance Team and School Leadership teams
<b>Status:</b>	This is a full-time role, 5 days per week

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### SCHOOL ETHOS

St Margaret's Anglican Girls School and St Aidan's Anglican Girls' School, Schools of The Society of the Sacred Advent, are committed to providing quality educational opportunities for girls within the context of the Anglican Schools Ethos. This extends to providing care for students who live away from home to pursue their education. Staff demonstrate the School Ethos by:

- Reflecting and nurturing the mission and vision of the Schools.
- Demonstrating commitment to leadership through vision, service and example in an Anglican context.
- Motivating and energising students by fostering quality relationships.
- Maintaining confidentiality and overt support for the Schools.
- Consistently demonstrating professional competence and applying current knowledge and innovations in educational trends.
- Consistently demonstrating commitment to the School's core values

### POSITION PURPOSE

The Finance Officer's substantive responsibility is for the management of the accounts payable function for all SSA school entities however this is a busy and varied role with opportunity for cross-skilling across a range of other finance tasks.

All tasks listed in the position summary are for the Schools as well as related entities, including Foundation, Parents and Friends Associations and Old Girls Association, as required.

All Finance Team staff, while having individual areas of responsibility, share a number of overall goals. They are therefore required to demonstrate a commitment to:

- working productively and effectively as team members, communicating with team members to identify areas of need and assisting where necessary to achieve team goals/deadlines.
- adopting a positive and flexible approach to work tasks when managing conflicting and/or changing priorities.
- supporting the decisions of the leadership team and demonstrating the upmost professionalism, at all times.

The Finance Officer will act in a professional, courteous and diligent manner in dealings with colleagues, regulatory authorities and clients of the Schools.

## **OTHER INFORMATION**

All employees of St Margaret's Anglican Girls School and St Aidan's Anglican Girls' School are required to:

- maintain a degree of flexibility in working hours from time to time as required for the position
- accept that the Schools reserve the right to modify the position to meet its operating needs
- assist and relieve in other positions from time to time.
- demonstrate support for the School's philosophy, policies and procedures, core values and commitment to the Anglican ethos
- undertake other reasonable and relevant duties within skills, knowledge and capabilities and as directed by the Principal or their representative.

## **KEY RESPONSIBILITIES**

### **Accounts Payable**

- Matching purchase orders, verifying general ledger coding and data entry of invoices
- Ensuring invoices are authorised, including verifying receipts for goods or services (where required) and actively following up internal stakeholders for approvals
- Processing supplier payments and processing reimbursement transactions in a timely manner (and according to agreed credit terms) to take advantage of any settlement discounts or other special pricing offers able to be received by the Schools from suppliers
- Supplier account reconciliations and resolution of discrepancies where necessary
- Maintaining vendor master data
- Managing the accounts payable email inboxes
- Organising and filing accounts payable documentation in line with policy to enable efficient retrieval
- Adopting a proactive approach to resolving variances or discrepancies in the accounting system or referring them to the Finance Manager as appropriate

### **Other Financial Duties**

- Reconciliation of the monthly credit card transactions and upload to the system
- Reconciliation of allocated general ledger accounts in accordance with end of month deadlines
- Assisting with receipting, invoicing and bank reconciliations
- Coordinating the petty cash function, including reconciliation and replenishment and as required assist staff with queries regarding expenditure recorded against their budget
- Provide relief where other team members are on leave
- Performing general finance related duties to support the financial operations of the Schools as required by the Finance Manager

### **General**

- Assisting with project work as directed by the finance leadership team;
- Ensuring a policies and procedures manual exists for this position
- Actively participate in professional development opportunities as they become available
- Maintaining a high level of confidentiality with respect to documents containing personal and financial information about members of the School community, including ensuring that records are secure and not accessible to unauthorised persons
- Ensuring school process and policies relating to finance comply with relevant legislative, school and ethical requirements and standards

## **Ensuring the School's ethos and values are reflected in the employee's manner**

- Reporting matters relating to child protection directly and immediately to the Principal
- Ensuring communication records are maintained and provided to other staff as required
- Communicating effectively with all teaching staff, parents, students and all other staff
- Playing an active role in supporting the cleanliness and safety of the school site
- Encouraging cooperative parent contact and fostering positive community attitudes toward the School
- Following safe working procedures developed for the School
- Obtaining and keeping current a Working with Children – Blue Card, issued by the Blue Card Services (Queensland Government) (as varied or replaced from time to time).

## **Act professionally and lawfully by complying with all guidelines, policies and procedures as set out in legislation, the current Enterprise Agreement and other School policies**

### **Student Protection**

St Margaret's and St Aidan's Anglican Girls Schools supports the rights of children and young people and is committed to the safety, welfare and wellbeing of students and expect all staff and volunteers to share this commitment. Staff must:

- Be informed of their responsibilities in relation to student protection, including but not limited to, attending all Student Protection training and being familiar with relevant school policies
- Follow all legislative requirements and school policies relating to student protection
- Wear name badge at all times
- Immediately report any suspicions of inappropriate, unlawful or unusual behaviour of students, colleagues or outsiders relevant to the School and its duty of care to protect students and staff from harm (self or other)

### **Workplace Health and Safety**

All employees are responsible for the safety of themselves, students, visitors, volunteers and fellow staff members. They must:

- Report any hazards or potential hazards immediately;
- Report any accidents involving students;
- Co-operate in any emergency drills and safety audits;
- Undertake WHS training as required;
- Follow all safety procedures and instructions;
- Lodge risk assessments for all external and internal risk activities and
- Not introduce any equipment, materials, appliances or chemicals to the school that do not meet the required safety standards

## **KEY SELECTION CRITERIA**

- Demonstrated accounts payable experience in a complex medium sized business operation
- Demonstrated experience in delivering accounts payable accurately and in accordance with set timeframes
- Well-developed interpersonal written and verbal communication skills with a strong focus on customer service and team work
- High level of organisational and time management skills and skilled in being highly accurate with data entry
- A proactive approach to problem solving seeking at all times to improve outcomes in the workplace
- Strong computer literacy particularly in Microsoft Office suite
- Conceptual and practical knowledge in developing and maintaining databases
- Strong computer literacy particularly in Microsoft Excel (advanced) and the Office suite of products;

## **PERSONAL ATTRIBUTES, EXPERIENCE AND QUALIFICATIONS**

- Experience in an Accounts Payable role
- Communication Skills - strong personal and interpersonal skills that enhance positive relationships with all members of the school community
- The ability to integrate with a team and collaborate effectively in addition to the ability to work autonomously and take ownership
- Demonstrated levels of initiative, efficiency, attention to detail, perseverance and flexibility necessary to problem solve, make decisions and meet deadlines
- Technical Skills – knowledge of GST legislation. Knowledge and experience of using school based software (TASS preferably) is advantageous but not essential
- Experience with continuous improvement projects and the delivering automation of financial processes.
- A commitment to the ethos of the School and to the academic and pastoral mission
- Hold a current first Aid Certificate (or have the ability to obtain one)

**IT IS A CONDITION OF EMPLOYMENT THAT APPLICANTS MUST POSSESS OR BE ELIGIBLE FOR A POSITIVE NOTICE BLUE CARD FOR CHILD-RELATED EMPLOYMENT**

*St Margaret's and St Aidan's supports the rights of children and young people and are committed to the safety, welfare and wellbeing of students and expect all staff and volunteers to share this commitment. All candidates are required to undergo a screening process as part of the recruitment process and the successful candidate must comply with School policies and relevant legislation relating to Student protection*