

# POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Finance Secretary
<b>SECTION:</b>	School Officer
<b>REPORTS TO:</b>	The Principal
<b>CLASSIFICATION:</b>	School Officer – Level 4
<b>AWARD:</b>	Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland 2023 - 2026
<b>LOCATION:</b>	Marian Catholic School, Currajong

## OUR ORGANISATION

Townsville Catholic Education (TCE) supports 29 schools within the Diocese, located throughout a diverse region including urban and rural environments extending to Mount Isa to the west, Proserpine to the south and north to Ingham. TCE provides a diverse range of education choices including primary, secondary and Prep-to-Year 12. Each setting provides a high educational standard in a caring and a stimulating environment. The Diocese has a growing Indigenous education program and some of our schools offering both boarding and day-student facilities.

TCE employs in excess of 2,500 teaching, professional and ancillary/support employees to fulfil our mission of providing quality educational services through our Catholic school communities. A Catholic education involves much more than simply teaching the educational basics. It encourages students to embrace Catholic values and faith while providing them with an excellent education and diverse life experiences that will prepare them to be a contributing member of the community in their adult lives.

The proud reputation Catholic schools enjoy within the Diocese today is based on the strong tradition built by religious orders who found Catholic Education in the Townsville Diocese in 1872.

Please visit our website for additional information <https://www.tsv.catholic.edu.au/>

## OUR SYSTEM VISION

*“The promotion of the human person is the goal of the Catholic school”*

THE CATHOLIC SCHOOL ON THE THRESHOLD OF THE THIRD MILLENNIUM, 1998

OUR VALUES		JESUS TEACHES US:	
<b>COMMUNITY</b> (John 13)	The greatest commandment Jesus teaches us is to Love God, Love others.	<b>LOVE</b> (John 4:7-19)	Love is the core value of the Gospels.
<b>PROMOTING LIFE IN ABUNDANCE</b> (John 10:10)	God wants us to live life to the full.	<b>RECONCILIATION</b> (Luke 15:11-32)	Jesus' supreme act of love in dying on the cross reconciled humankind to God.
<b>INCLUSION</b> (Luke 19:1-10)	God invites all to live in God's love, including those that might be excluded by society.	<b>HOPE</b> (Luke 24:13-35)	We can all hope for the fullness of glory with God because God is faithful to His promises.
<b>JUSTICE</b> (Matthew 25:31-46)	Jesus lives the virtue of justice rendering to all of us a message of living for others even unto death.	<b>LIBERATION</b> (Luke 4:18-21)	God frees us from all evil if we trust in God and live our life in God.
		<b>COMPASSION</b> (Luke 10:30-37)	In Jesus' life of love we witness the compassion of God - his acts of mercy towards others.

## ABOUT THE ROLE

**Marian Catholic School, Currajong** is a family-centred school and welcomes parental involvement and engagement. The school's culture is welcoming, inclusive and loving, with each child nurtured to develop to their fullest potential. Marian Catholic School enjoys a strong reputation in the Townsville community and challenges students to live out our motto, "To strive for love and peace."

Townsville Catholic Education provides a supportive, flexible working environment where care for the individual is an important part of our ethos. We employ motivated people who want to work together to produce excellent outcomes for our students. Our staff are recognised as being central to achieving our mission.

The Finance Secretary is responsible for providing support to the Principal with the financial functions of the school, demonstrating a high level of self-initiative, flexibility and dependability.

The Finance Secretary is required to be familiar with the School Mission Statement and to strive to achieve the spirit of this statement in performing the role. The Finance Secretary demonstrates a high degree of skill and proficiency in managing a high volume of tasks including accurate receipting, school fee processing and enquiries, plus assisting with monitoring budget variances. In addition, the Finance Secretary possesses outstanding customer service skills, has the ability to adapt to evolving business requirements and strives for enhanced efficiency and continual improvement.

## KEY ACCOUNTABILITIES

- Responsibility for all financial records, including ensuring the accuracy of data in the financial management system, bank reconciliations and monthly financial statements
- Preparation and collection of fees
- Administer the school finance administration package
- Respond to family debtors, financial management and reporting requirements
- Provide support in census reporting requirements
- Compilation of financial and budgetary reports to support end of month processes and supply department budget progress reports
- Carry out a wide range of school administration duties including record management and reception
- Providing information and responding to enquiries from the school community
- Any other tasks as reasonably requested by the Principal.

## STATEMENT OF RESPONSIBILITY

The carriage of the role will always presume the role-holder's responsibility to act cognisant of, and in harmony with, the Mission and Purpose of Catholic Education and Catholic Education policies.

The employee will be expected to abide by the *Statement of Principles for Employment in Catholic schools*, the *Staff Code of Conduct* and other Diocesan guidelines.

Employees will maintain appropriate confidentiality, sensitivity and empathy in the execution and management of all matters.

Employees will demonstrate a willingness and acceptance to initiate and participate in relevant training and professional development opportunities.

Each employee is responsible for ensuring his/her health, safety and wellbeing and is expected to not willingly place at risk the health and safety of one's self or others.

Employees will:

- Adhere to Work Health and Safety instructions
- Promote a commitment to safe work practices
- Be familiar with workplace incident, hazard and accident reporting and emergency procedures
- Take reasonable action to avoid, eliminate or minimise risk and hazards
- Utilise personal protective equipment
- Participate in the development of a safe and healthy workplace
- Seek information and advice as necessary and comply with instructions.

## ABOUT YOU

### Experience

- Minimum 3 years financial administration experience
- Demonstrated experience in carrying out financial accounting capabilities
- Relevant administration experience including the use of financial software programs - TECH 1 would be highly desirable

### Skills

- Experience of accounting processes
- Experience of bad debt/accounts receivable management
- Highly developed computer literacy with excel and the ability to operate a variety of accounting and student data platforms.
- High level written and verbal communication skills.

### Attributes

- Supports productive relationships with a demonstrated ability to work as part of a team and independently
- Ability to organise work, manage own time to meet deadlines, and be adaptable in response to changing priorities
- High level of attention to detail and recognition of the importance of accuracy in all aspects of the work
- Ability to show initiative, flexibility, solve problems and contribute to process improvement in a complex environment.
- Proven ability to adapt and thrive in change, and drive innovation
- Enthusiastic, energetic, flexible with a proactive attitude.
- Provide excellent customer service to students, parents, and staff in all financial interactions

## Mandatory Criteria/Professional Registration/Other

- Current Working with Children Suitability Card - The successful candidate will require a paid Blue Card before commencement as per the No Card, No Start policy developed by Queensland Government
- Minimum 3 years' experience in bookkeeping or financial equivalent experience.
- Current Driver's Licence
- Ability to travel from time to time within the Catholic Diocese of Townsville
- Ability to perform the physical requirements of the role in a safe manner.

## Desirable Criteria

- Certificate in Business Administration
- Previous experience in the education field would be considered advantageous.

## HOW YOU WILL BE ASSESSED

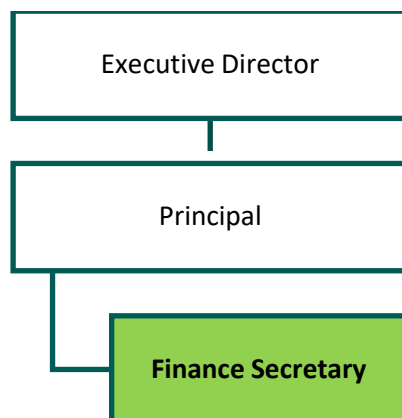
How we do things is as important as what we do, therefore you will be assessed on your ability to use your experience, knowledge, skills and competencies confidentially with good judgement and wisdom.

You will be assessed on your ability to demonstrate the following four capabilities – Personal, Professional, Relational and Organisational within context to the key accountabilities identified above.

Capabilities	
Personal	Professional – Knowledge and Understanding
Engages in self-reflection	Is aware and responsive
Gives witness to personal faith and commitment	Integrates a Catholic stance in area of responsibility
	Supports and engages change processes
Displays a sense of self-efficacy and personal identity	Demonstrates appropriate styles of decision making
Displays intuition as well as logic and reason	Inspires a collegial purpose and vision
Projects confidence, optimism and resilience	Supports efficient and robust structures and systems
Demonstrates honesty and integrity	Focuses on core outcomes and accountabilities
Demonstrates ethically responsible behaviours	Engages in workplace learning and relevant professional development
Is morally courageous	Operates with a commitment to sound educational focus
Demonstrates a commitment to personal spiritual growth	Operates with a spirit of service and professionalism
Displays imagination and vision	Develops moral purpose
Integrates work and personal life	Demonstrates capacity to provide professional support
Engages with the Catholic culture	
Is culturally sensitive	
Social and Interpersonal	Organisational
Is relationally adept	Gives priority to the Church's mission in education
Is emotionally mature	Engages in future thinking, aware of the big picture
Is guided by the spirit and teachings of the Gospel	Supports organisational capacity to respond to contemporary and future needs
Communicates with confidence	Avoids imposing old paradigms on new realities
Is authentically present	Supports a growth promoting workplace
Displays a trusting disposition	Exercises committed and ethical stewardship
Supports collaborative and productive working environments	Contributes to organisational sustainability
Engages in positive politics	Supports a sharing organisational culture that focuses energies and talents
	Operates in fidelity to Catholic social teaching and environmental responsibilities

## REPORTING & OTHER RELATIONSHIPS

The Finance Secretary is accountable to the Principal. The Finance Secretary consults and liaises with other TCEO personnel, Principals in schools, and other Diocesan staff/committees, where appropriate.



## ACKNOWLEDGEMENT

I have read, understood, and acknowledge the scope and responsibility of the position outlined in this position description.

**Employee Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_