

**POSITION DESCRIPTION**

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| **POSITION TITLE:**  | **Finance Officer** |
| **SECTION**: | **School Officer** |
| **REPORTS TO:** | **The Business Manager** |
| **CLASSIFICATION:** | **School Officer – Level 4** |
| **AWARD:** | **Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland 2019 - 2023** |
| **LOCATION:** | **St Anthony’s Catholic College, Deeragun** |

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| **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*



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| **ABOUT THE ROLE** |

St Anthony's Catholic College, Deeragun is one of Townsville's best schools offering Kindergarten to Year 12. The College comprises state-of-the-art facilities situated in a peaceful bushland setting with extensive grounds and is well-resourced to support a committed and professional teaching staff in the provision of quality Catholic education for students in the northern beaches.

The Finance Officer 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 Officer 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 Officer demonstrates a high degree of skill and proficiency in managing a high volume of general phone enquiries and in office procedures.

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| **KEY ACCOUNTABILITIES** |

* Responsible for all college purchasing, banking and cash handling transactions and processes
* Provide support and input with the annual budget preparation, student fee generation and collection of fees
* Process end of month and end of financial year processes including reconciliations and reporting
* Reconcile college loan accounts
* Prepare and reconcile monthly BAS reports
* Process general journal entries and adjustments as required
* Manage claims for financial assistance and reimbursements in accordance with processes
* Assist with accounts receivable processes, maintaining sundry debtors
* Provide support in relation to college census reporting requirements
* Preparation of financial reports and documentation to support audit requirements and reporting commitments
* Carry out a diverse range of school administration duties including record management to support the effective functioning of the college
* Provide information and respond to enquiries from the school community
* Work in collaboration with the finance team – Townsville Catholic Education Office (TCEO)
* Assist the Business Manager and provide back-up assistance to Accounts Payable officer as required
* Ensure accuracy and efficiency with data entry utilising required platforms
* Ensure a commitment to safe, confidential and secure processes
* Any other tasks as reasonably requested by the Business Manager, Principal or College Leadership Team.

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| **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.

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| **ABOUT YOU** |

**Experience**

* Relevant financial administration experience including GST and preparation of BAS
* Demonstrated experience in carrying out financial accounting capabilities
* Relevant administration experience including the use of financial software programs.

**Skills**

* Knowledge of GST as it applies to schools
* Knowledge of bad debt/accounts receivable management
* Highly developed computer literacy with the ability to operate a variety of platforms.

**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.
* Enthusiastic, energetic, flexible with a proactive attitude.

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| **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 diploma level qualification or equivalent relevant 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.

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| **Desirable Criteria** |

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

*Some employees may be subject to pre-employment medical assessments during the selection process. Depending on the nature of the position, it may be necessary for successful applicants to be immunised against certain preventable diseases in order to minimise the risk of transmission.*

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| **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.

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| **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 |
| Displays a sense of self-efficacy and personal identity | Supports and engages change processes |
| Displays intuition as well as logic and reason | Demonstrates appropriate styles of decision making |
| Projects confidence, optimism and resilience | Inspires a collegial purpose and vision |
| Demonstrates honesty and integrity | Supports efficient and robust structures and systems |
| Demonstrates ethically responsible behaviours | Focuses on core outcomes and accountabilities |
| Is morally courageous | Engages in workplace learning and relevant professional development |
| Demonstrates a commitment to personal spiritual growth | Operates with a commitment to sound educational focus |
| Displays imagination and vision | Operates with a spirit of service and professionalism |
| Integrates work and personal life | Develops moral purpose |
| Engages with the Catholic culture | Demonstrates capacity to provide professional support |
| 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 |

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| **REPORTING & OTHER RELATIONSHIPS** |

The Finance Officer is accountable in the first instance to the Business Manager and then to the Principal. The Finance Officer consults and liaises with other TCEO personnel, Principals in schools, and other Diocesan staff/committees, where appropriate.

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| **ACKNOWLEDGEMENT** |

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

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| **Employee Name:** |  |
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| **Signature:** |  | **Date:** |  |