



Finance and Administration Officer – Role Description

School Officer Level 4

KEY CHARACTERISTICS

The **Finance and Administration Officer** will undertake a range of financial and administrative tasks. The role holder is required to display a high level of communication and interpersonal skills and ability to multi-task; have a positive disposition and a genuine desire to work in partnership with St Mary's College staff, students, and families. A high level of initiative with an in-depth knowledge; discretion and the highest level of confidentiality are required of the role holder.

You will work as part of a collaborative team providing services to parents, students, school staff and the wider school community.

Work is performed under general supervision and/or broad guidance.

Accountabilities

- Provide a wide range of support to the school leadership team to effectively manage financial matters
- Use various software applications to effectively process and maintain accurate financial records, draft, update and format standard documents and input financial data into relevant systems.
- Respond to enquiries ensuring accurate and relevant information is provided in a timely manner, resolve any concerns or issues that may arise and record relevant correspondence according to set processes and procedures.
- Assist in the development, maintenance and operations of systems and databases recommending improvements as necessary within routine methods and procedures.
- Maintain service delivery efficiencies and ensure compliance with governmental and departmental legislation, directives, policies and standards
- Input and review data for school leadership reports which may include financial/budget information, use of equipment, petty cash or other relevant items as requested.
- Establish and maintain filing and records management systems, including registers and databases.
- Assist with the coordination of staff and student training.

MAJOR FUNCTIONS

Key Result Areas

- Financial management
- Financial accounting
- Bus coordination
- Provide support to teaching staff
- Student support
- Cover for other administrative positions when needed
- Other general office duties when required
- Working to a set timeline

RESPONSIBILITIES

Financial Management

Manage all the financial activities, which take place within the College. This includes.

- Invoicing School Fees and Levies, other debtors receipting, recording and banking, accounts payable and receivable.

- Security of all monies collected on behalf of the College.

Financial Accounting

Specific duties include:

- Maintaining financial records within systems such as D365, Power BI, QKR, ProMaster and a Purchasing platform
- Maintaining Accounts Payable, Accounts Receivable and General Ledger
- End of month procedures and prepare the BAS Statement
- Handling GST requirements
- Checking department budgets

Bus Coordination

Plans, directs, coordinates and oversees the Colleges two bus services. Specific duties may include:

- Establish schedules, bus routes and stops. Develop route maps for drivers etc
- Liaise with bus drivers in relation to a wide variety of matters. This may include matters like; Individual family needs, bus schedule changes
- Manage all current and perspective parent and student enquiries
- Administer all financial transactions which are associated with College run bus services

Provide support to staff

Provide financial support to the Administration Team, Teaching Staff and Middle Leaders. Specific duties may include:

- Provide all staff with any financial advice needed within the scope of their work
- Work with Middle Leaders on budgeting for their areas of responsibility
- Providing advice on camps, excursions and other college related activities

Student and Parent Support

Provide financial advice to Student Committees and assistance to Student and Parent Receptionist and

- Handle administration enquiries from staff/ students/ parents/ public.
- Ensure confidentiality between students/ teachers/ parents.
- Liaise and advise students preplanning, organisation, and budgeting for special events – e.g. Formals, Concerts, and Student Collections.
- Provide First Aid if required. (First Aid training will be provided if you do not currently hold a First Aid Certificate).

Routine Office requirements

- Provide support to the Front Reception and understand and become familiar with their duties as required
- Provide support with administering medications to students
- Provide support to the Enrolments Officer and Marketing and Events Officer when required
- Other duties as reasonably requested commensurate with skill and safe working conditions

Typical Skills required

- A commitment to and understanding of the ethos and traditions of Catholic Education and St Mary's College
- The ability to maintain strict confidentiality in performing the duties of the position
- Relate well to parents, students and other staff
- Having an awareness/experience with basic finance systems will be considered an advantage
- Self-motivated and working to a timeline
- Able to work independently, as part of a team and under the direction of your superior
- Highly developed communication and interpersonal skills
- Competent with Microsoft Office/Excel and be will and able to learn new programs relevant to the role.
- Help to maintain an orderly and functional environment and atmosphere within the office
- Have a positive and helpful attitude whilst behaving in a manner appropriate to a school environment

DAYS AND HOURS OF WORK

The **Finance and Administration Officer** would be required to work 30 hours per week, days and times will be negotiated.

LIMITS OF RESPONSIBILITY

The **Finance and Administration Officer** is responsible to and reports on all aspects of the role to the Business Manager.

REPORTING AND OTHER RELATIONSHIPS

Because of the structures already in place within the College, significant relationships will also exist with members of the Administration Team, other staff members, parents, students and staff of Brisbane Catholic Education.

WORKING WITH CHILDREN LEGISLATION

The *Commission for Children and Young People Act 2000* requires the preferred applicant to be subject to employment screening.

This position is considered "child related employment" and the preferred applicant will be required to hold a Blue Card in accordance with the Commission for Children and Young People Act 2000 and be eligible to work within Australia (Migration Act 1958).