



- POSITION:** Administration Officer - Finance
- REPORTING TO:** Principal
- TENURE:** The appointment is part-time 0.52 (19.75 hours) and ongoing.
- LEVEL:** Education Support Employee Category B Level 2

SALARY AND BENEFITS:

- The salary and conditions are in accordance with the *Victorian Catholic Education Multi Enterprise Agreement 2018* or its successor. The position is classified as Education Support Employee Category B Level 2.
- Employment is for gazetted school term dates. School holidays are provided.
- Salary packaging arrangements are available to staff of the Lumen Christi Primary School, Churchill.

COMMENCEMENT DATE: Monday 1st April

KEY SELECTION CRITERIA:

- A strong commitment to Catholic Education
- Excellent interpersonal and communication skills
- Extensive experience in financial procedures including accounts receivable, accounts payable, preparation of Business Activity Statements
- Sound knowledge of relevant accrual accounting practices
- Experience with payroll/human resources functions
- Advanced computer skills and knowledge including experience in financial programs, Microsoft Word, Excel and Internet Applications

OTHER ATTRIBUTES REQUIRED:

- Strong organisational skills and ability to manage time effectively
- Ability to prioritise work
- Friendly and approachable manner
- Ability to work as part of a team whilst still accepting responsibility for your own tasks.

CONDITIONS OF EMPLOYMENT:

- The appointment will be subject to a satisfactory National Police Record Check and Working with Children Check.
- Employment is conditional upon compliance with the Lumen Christi Catholic Primary School Churchill *Child Protection and Safety Policy* and *Child Safety Code of Conduct*, and any other policies or procedures relating to child safety.

QUALIFICATIONS AND EXPERIENCE:

- A relevant qualification in Accounting, Business or a related field would be an advantage, but is not essential.
- Experience with financial or book keeping functions.
- Experience in a school environment would be an advantage, but is not essential.
- First Aid qualifications or a willingness to undertake First Aid training.

DUTIES:

- Undertake general administrative duties of the school office including:
 - a. Provide informed and friendly customer service to all students and parents/guardians
 - b. Ensure school visitor processes are followed in line with school policy and Child Safety requirements as required
 - c. Other duties as directed by the Principal
- Undertake the accounts receivable function for the school including:
 - a. Receive and receipt monies payable to the school ensuring appropriate cash handling and banking procedures are maintained
 - b. Generation of all invoices including school fees, associated charges and sundry items
 - c. Preparation and maintenance of school fee direct debit schedules
 - d. Application of relevant credits to debtor's accounts including Camps, Sports, Excursion Fund (CSEF) and Conveyance Allowance.
 - e. Maintenance and administration of CDF Pay system
 - f. Administration of school fee concessions
 - g. Administration of school fee debt collection
 - h. Preparation of monthly school fee reconciliations
- Undertake the accounts payable function for the school including:
 - a. Management of procurement system to purchase supplies for the school
 - b. Payment of invoices in a timely manner
- Administration of the payroll function for the school including:
 - a. Prepare and review fortnightly payroll variations to be submitted for central processing
 - b. Liaise with CEOSale School Payroll regarding school payroll and associated matters
 - c. Provide accurate information regarding payroll and associated matters to the Principal and other school staff
 - d. Distribution and collection of staff employment correspondence including employee letters of appointment, employment variations, long service leave, parental leave and resignations.
 - e. Maintenance of employee leave records
 - f. Assist with the collation of Workcover Premium returns data
 - g. Assist with the collation of Fringe Benefits Tax return data
- Preparation and maintenance of school financial records including:
 - a. Prepare monthly Business Activity Statement
 - b. Prepare bank reconciliations on a weekly basis for the general bank account and a monthly basis for all other school accounts including Parents and Friends account, credit card and, if applicable, term deposits
 - c. Complete monthly reconciliations for balance sheet items including asset register, GST and payroll liabilities
 - d. Prepare monthly financial statements for review by the Principal including Profit and Loss Statement, Balance Sheet and associated documentation
 - e. Maintenance of school asset register
 - f. Preparation of all financial documents for annual financial reporting and external audit