

St John's Regional College is a Catholic Co-Education College, with a proud Lasallian and Presentation Heritage and is governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

St John's Regional College is committed to Child Safety and Wellbeing. All employees are required to have a sound knowledge of Child Safety Standards, Policies and Procedures and adhere to the Child Safety Code of Conduct.

The staff of St John's Regional College are our most valuable resource. Each and every feature of our curriculum depends on the excellence of the teaching staff and the efficient daily operations of the College relies on the efforts of all staff.

All people who carry out work in any capacity for MACS is required to acknowledge and accept that in the performance of their duties and responsibilities, they act consistently with the Statement of Mission and the Code of Conduct for MACS staff.

KEY RESPONSIBILITY AREAS AND DUTIES

POSITION OBJECTIVES

The Finance Officer (AP) & (AR) plays a pivotal role in serving the college community with a true customer focus and is an integral member of the St John's Regional College Finance and Administration Team.

KEY RESPONSIBILITIES

Responsible to:

The Finance Officer is an Education Support Employee appointment responsible to the Business Manager via the Assistant Business Manager.

Collaborates with:

The Finance Officer is guided by the Assistant Business Manager for to day operations and the Business Manager for all other matters. This role also involves collaboration with Teachers, Curriculum Leaders, IT and Maintenance and other relevant College personnel regarding the efficient communication with key stakeholders.

General Duties

Subject to the discretion of the Business Manager, The Finance Officer (AP) & (AR) is responsible for ensuring the accounts of the College are approved, processed and paid (40%) and the allocation of College income is processed (60%) in an efficient, timely and accurate manner including but not limited to the following responsibilities and duties.

Accounts Payable

- Maintain and update all creditor documentation (including the College Contract Register)
- Process all creditor invoices and payments in accordance with School delegation approvals
- Update and reconcile the asset register
- Reconcile College credit cards on a monthly basis
- Manage purchase order and accounts payable system, providing training to users where required
- Reconcile supplier statements and follow up outstanding invoices

Invoicing, receipting and reconciliation

- Generate invoices for tuition fees and other charges
- Receipting daily cash, cheque, EFT and BPAY and other incoming payments and banking of collection
- Maintain Centrepay receipting and upload daily payments into the banking system
- Process direct debits from bank accounts and credit cards on a weekly, fortnightly and monthly basis
- Record receipts and allocate to the relevant family accounts and other debtors
- Reconcile daily collection of cash, cheque and EFT to system batch
- Prepare all cash collections for banking and maintain accurate records on cash handling
- Process CSEF applications within the state government guidelines and apply CSEF and approved fee concession credits to eligible families
- Organise daily float for fee collection, canteen, café, restaurant and any other College events
- Identify and account for fee/charges adjustments including fee write offs, refunds, credits, student departures, new enrolments and other miscellaneous items
- Action requests from parents with regards to payments and modification to account information
- Liaise with the external collections agency with regards to family accounts, bounced payments etc
- Assist with the preparation of letters and debt collection escalation processes

Bus Service, Music Program and Facility Hire

- Co-ordinate College Charter Bus service between the bus company and student/families
- Process bus invoices to families in advance and organise bus pass for students
- Process private music tuition program invoices to families in advance
- Check and approve invoices for payment to instrumental instructors
- Process facility hire charges and follow up payment

Other Finance Duties

- Assist with the maintenance of the Fixed Assets Register

The Finance Officer may be required to complete some or a combination of the following tasks:

- Assist with daily absences and attendance records on SEQTA
- Answer phone calls and assist other staff when needed
- Assist staff and students with sick bay requirements and attend to student services
- Provide backup for banking, processing receipts and canteen service when required
- Provide backup for the canteen service when required
- In addition to your daily duties you may be required to undertake other duties commensurate with your skills and experience that are assigned to you by members of the Curriculum Team and College Leadership Team from time to time.

OCCUPATIONAL HEALTH AND SAFETY

There is responsibility, incumbent on all staff, to ensure that the regulations associated with Occupational Health and Safety are adhered to.

Staff are advised that they are to:

- Take reasonable care of their own safety and health and safety of others affected by their acts or omissions;
- Report hazards, accidents or incidents (near misses) in accordance with agreed college procedures;
- Follow established safe working procedures, instructions and rules;
- Cooperate with the employer with respect to any action taken by the employer to comply with any requirement imposed by or under the act;
- Not willfully or recklessly interfere or misuse anything provided in the interests of health and safety or the welfare of others;
- Not willfully place at risk the health and safety of any other person in the workforce.

The complete Occupation Health and Safety College Policy may be viewed through accessing the College Policies via SEQTA and Teams

CHILD SAFETY

The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously, and responds in line with the organisation's policies and procedures.

Staff must adhere to the following:

- A thorough understanding of the College's Child Protection - Child Safety and Wellbeing Policies and the Child Safety Code of Conduct, and any other policies or procedures relating to child safety and wellbeing;
- Assist in the provision of a child-safe environment for students;
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Breaches will be managed as per the CEMEA 2022 Clause 13 – Managing Employment Concerns.

POSITION REQUIREMENTS

Skills and Experience

- Demonstrated ability in utilising contemporary software applications, including but not limited to, Adobe Pro, and the Microsoft Office suite of applications including Outlook, Word, Excel, PowerPoint, and database/accounting package programs.
- Very well developed interpersonal, verbal, and written communication skills
- Proven ability to work autonomously and a demonstrated, well-developed ability in time management and organisational skills, including prioritisation and meeting deadlines in a fast-paced environment with competing demands.
- Capacity to work collaboratively, sustain professional relationships and build an effective team culture
- Demonstrated problem solving and analytical skills

Personal and professional conduct:

- Demonstrate a commitment to the Catholic ethos, policies and practices of St John's Regional College;
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships

within the school community

- Have regard for the need to safeguard students' well-being and respecting individual differences and diversity by following relevant statutory guidance along with MACS and College policies and procedures
- Professional and neat appearance
- Commitment to continuous improvement and efficiency with a pro-active attitude
- A personal sense of initiative, enthusiasm and a high level of energy
- Demonstrate a positive, can-do, go-the extra-mile attitude
- Ability to show empathy and act in a confidential and professional manner
- Attend relevant Professional Learning consistent with ARM and Annual Goals (including Education Support Employee Professional Learning under the direction of the Business Manager)
- Attend College events as required within the school community

Working with others

- Recognise and respect the role and contribution of other professionals, by liaising effectively and working in partnership with them
- Share knowledge to inform planning and decision making
- Work collaboratively with subject teachers and other colleagues, including visitors

CONDITIONS

Conditions are as per the Catholic Education Multi Employer Agreement 2022.

Classification	Education Support, Category C
Employment Status	Permanent
Time Fraction	Full-time
Hours of Work	8:00 AM to 4:06 PM
Leave	7 weeks paid leave (to be taken during school holidays)
Other Requirements	Working With Children Check for Victoria National Police Record Check Level 2 First Aid (including asthma and anaphylaxis)

This statement of duties is not intended to be an exhaustive or exclusive list of duties assigned to the position. They are intended as a guide as to the responsibilities of the role. The position is subject to review and modification by the Principal (or nominee), in negotiation with the appointee, in response to the evolving needs of the College, and experience and expertise of the appointee.