



## Finance Officer - Accounts Receivable/Accounts Payable Role Statement

*"And whatever you do, do it heartily, as to the Lord and not to men." Colossians 3:23*

The Finance Officer's role is vital to the sound financial management of the College. The Finance Officer works as part of the overall Finance Team on a broad range of finance tasks, and under the direction of the Business Manager. This Role Statement is to be read in conjunction with the *Faith Statement*, and the *Staff Code of Conduct*.

### Personal Qualities

The Finance Officer will have the following personal qualities:

- Sincere Christian faith with an active weekly commitment to a mainstream, evangelical church fellowship as interpreted in the College Staff Code of Conduct and the College Purpose, Vision & Mission document
- Highly organised and motivated
- Committed to excellence and attention to detail
- Adaptable and committed to improvement of both self and workplace
- Team player, who values all team members
- ICT proficient and progressive
- Highly interpersonal, able to communicate with parents, staff and students
- Able to conduct courageous conversations in an empathetic and sensitive manner
- Personal integrity

### General Responsibilities

- Participate in general staff meetings and PD activities as required or as negotiated with the Principal
- Maintain a continuous improvement mindset, with a view to enhancing existing processes to drive greater team efficiencies

### Specific Workplace responsibilities

- To assist with the sound financial management of the College through the maintenance of robust accounting practices, internal controls and segregation of duties
- Provide back-up support for the other finance team members and demonstrate a willingness to provide relief and assistance to staff through workload fluctuations
- Provide accurate and timely information as required to assist the decision-making processes of the Finance Team, Principal and College Board

### Duties

The **Assistant Finance Officer Accounts Receivable** is required to:

- Process the daily receipting of income (in various forms)
- Assist with the administration of the *School Card Scheme*
- Assist families in setting up Payment Plans for payment of Fees
- Follow up outstanding fee payments
- Provide fee estimates for upcoming enrolments

The **Assistant Finance Officer Accounts Receivable** may also be required to:

- Assist with processing the Billing of College families and issue of quarterly Fee Statements
- Oversee exiting students – billing adjustments and return of College property
- Assist Business Manager as required with the preparation of:
  - End of month and end of year reporting and rollover
  - End of Year Audit information
- Administer the College Bus, Music Tuition, VET, and laptop damage services fee accounts
- Undertake some general administrative tasks as directed by the Business Manager
- Participate in the review, implementation and maintenance of the College's Accounting policies and procedures

The **Assistant Finance Officer Accounts Payable** is required to:

- Enter creditor invoices
- Assist with ordering of all school purchases as required

## Requirements

**Before an appointee is able to commence work at Hope Christian College they must have a current:**

- Working with Children Check
- Responding to Abuse and Neglect training (full day)
- the right to work in Australia

**Tenure:** Ongoing employment (following a successful 6-month probationary period)

**Level:** General Staff Admin 5.1

**FTE:** Preferably 5 days (1.0 FTE) but negotiable to 3 days or equivalent hours (0.6 FTE)

**Weeks:** 42 weeks per year + 4 weeks annual leave = 46 paid weeks per year