



## Role Description

<b>Title:</b>	<b>School Officer: Administration - Finance and Enrolments</b>	<b>Location:</b>	Dalby
<b>Reports to:</b>	Principal / Business Manager	<b>Classification:</b>	School Officer Level 3
<b>School:</b>	Our Lady of the Southern Cross College	<b>Tenure:</b>	Full Time, Continuing

### 1.0 Purpose

This role is an administrative position that contributes to the College's mission and vision by providing excellence in administrative support and acting as the first point of contact for the College community, including staff and parents. In addition, the role assists with, and supports, the finance and enrolment functions for the College.

### 2.0 Experience and qualifications

#### Essential

- qualification at certificate level or equivalent qualifications and/or demonstrated experience relevant to the position
- effective relationship building and influencing skills
- developed interpersonal and communication skills
- ability to apply knowledge and skills to a range of tasks
- demonstrated organisational skills including the ability to prioritise and meet competing deadlines
- ability to exercise initiative and flexibility in working in a team environment with minimal supervision
- a current blue card for working with children issued by Blue Card Services, or the willingness and ability to obtain one prior to commencement
- demonstrated experience working with accounting software, Teams, and the Microsoft suite of products; especially excel
- experience in providing financial administration support
- empathy with the values and ethos of the Catholic faith

#### Desirable

- a minimum of two years' experience in a similar role
- a current Senior first aid qualification
- experience in financial operations and practices
- previous experience with SENTRAL (Schools Information System)
- previous experience with Dynamics

### 3.0 Key result areas

- 3.1 provide reception and administrative support within established routines and procedures with a finance and enrolments focus
- 3.2 collaborate and communicate with others to ensure high professional standards are met
- 3.3 contribute to and promote the development, alignment, attainment, and review of the strategic goals of the College
- 3.4 complete other duties that are directed as needs change or grow if the duties are consistent with the purpose of this position and any relevant legal and / or industrial obligations

### 4.0 Statement of responsibility

While at work the role holder must

- take reasonable care for his or her own health and safety
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- comply, so far as the role holder is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the Work Health and Safety Act
- cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

### 5.0 Statement of duties

The information detailed above is an accurate reflection of this role. Attached to this role description is a duties statement that covers a selection of activities in which the incumbent might engage. The list is neither prescriptive nor exhaustive.

## Duties statement

### School Officer: Administration (Level 3)

#### 3.1 Provide reception and administrative support within established routines and procedures with a finance and enrolments focus

- carry out a wide range of administrative duties at an advanced level, including typing, word processing, managing electronic and hard-copy records and other tasks
- maintain data and prepare reports for review and authorisation by supervisor
- assist with financial queries as requested
- use software products such as Microsoft Word, Microsoft Excel and Sentral to create records and other documents
- draft agendas for meetings, collate other documentation and take and produce meeting minutes as requested
- draft and type routine correspondence from brief oral or written instructions
- respond to enquiries from staff, students, parents, and the general public
- assist with the maintenance of the student medications register
- attend to first aid needs for student illnesses and accidents as required
- monitor and maintain levels of stationery and other stores or materials for the College when required
- make and record appointments on behalf of others and, where necessary, resolve appointment scheduling issues
- make travel and accommodation bookings as requested
- assist with College events
- liaise between the College, students and the student's family, eg in relation to student illnesses or absences, as required
- enter invoices and reconcile vendor accounts on a monthly basis
- prepare invoicing runs as required by the College, including invoicing of term fees and ad hoc invoice requirements
- reconciliation of bank accounts and end of month accounts as required
- maintain family debtor ledgers, including reconciling payments and liaising with families as required
- other ad hoc finance tasks as directed by the Business Manager or Principal
- assist with enrolments at the College, including processing of enrolment applications and documentation
- assist with enrolment enquiries, including scheduling of interviews and meetings as required
- maintenance of student files as required
- assist with enrolments and preparing internal and external publications as requested
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#### 3.2 Collaborate and communicate with others to ensure high professional standards are met

- professionally greet and receive visitors to the College
- maintain highly functional and collaborative working relationships with colleagues by interacting effectively, contributing to discussions and seeking advice
- understand and accept the contributions of others in a multi-disciplinary and collaborative environment to provide a highly competent and seamless service
- establish and maintain effective communication networks and work collaboratively with stakeholders

### **3.3 Contribute to and promote the development, alignment, attainment and review of the strategic goals of the College**

- contribute as a member of the College to achieving the strategies set out in both the College Strategy and the TCS Strategic Plan
- provide information and assistance in line with the College's policies, procedures, and guidelines
- assist supervisor in identifying administrative support needs, including identifying service and support issues and offering solutions and improvements
- contribute to the development of standardised policies and procedures
- share knowledge with administration staff as directed by supervisor or line manager
- attend professional development as appropriate

### **3.4 Complete other duties that are directed as needs change or grow if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations**

- complete other duties, consistent with the duties and responsibilities of the position as directed by supervisor, line manager/s or their nominated delegate