



## Role Description

<b>Title:</b>	<b>School Officer: Finance</b>	<b>Location:</b>	St Mary's College
<b>Reports to:</b>	Business Manager	<b>Classification:</b>	School Officer Level 5

### 1.0 Purpose

The purpose of this position is to provide operational, financial administration for the college to meet legislative requirements, and provide support to the Business Manager in these areas. The School Officer: Finance will contribute to the strategic and operational financial control, reporting, and compliance across all college operations, funding, and asset management.

The support provided by the role holder will be guided by

- Jesus Christ and his teachings as understood and passed on by the Catholic Church
- other Catholic Church teachings, principles, and values
- relevant legislation, government requirements, and best practice
- Diocesan strategic plan, mission, vision, policies, frameworks, procedures and guidelines
- the college strategy.

### 1.0 Experience and qualifications

#### Essential

- relevant tertiary qualifications at Associate Diploma/Diploma level in Business or 3 years minimum experience in a similar finance role
- current '**working with children check**' positive notice issued by the Public Safety Business Agency, or a willingness to obtain one
- effective relationship building and influencing skills
- demonstrated experience working with accounting software and the Microsoft Office suite of products; especially Excel to an intermediate level
- advanced interpersonal and communication skills
- empathy with the values and ethos of the Catholic faith

### 2.0 Key result areas

- 3.1 contribute to and promote the development, alignment, attainment, and review of the strategic goals for the College and Diocese of Toowoomba Catholic Schools (TCS)
- 3.2 assist with the financial operations for the college accurately and within expected time frames
- 3.3 oversee the debtor and creditor process to ensure management practices are performed
- 3.4 ensure relevant ledger accounts are reconciled regularly and all returns are completed in an accurate and timely manner
- 3.5 provide assistance to all stakeholders regarding financial enquiries in a professional and friendly manner

- 3.6 collaborate and communicate with other members of the college and members of directorates within St Mary's College, Toowoomba to ensure that high professional standards are met
- 3.7 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

### 3.0 Statement of responsibility

- 4.1 The incumbent performs the role cognisant of and in harmony with the vision and mission of TCS.
- 4.2 The incumbent will work cooperatively with other key stakeholders both within TCS and external agencies to ensure that services are delivered in a planned, coordinated, and strategic manner.
- 4.3 The role holder will engage in performance reviews in accordance with TCS policy and procedure.
- 4.4 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.

### 4.0 Authority limits

Full authority is delegated from the Principal to produce the desired outcomes. Authority to commit funds is restricted to approved budget items and can only be authorised by the Principal.

### 5.0 Reporting and other relationships

The School Officer: Finance reports directly to the Business Manager. Other significant relationships exist with members of the College Leadership Team; College Board and Finance Sub Committee; Toowoomba Catholic Schools Office (TCSO); the Executive Director and the members of the Executive Leadership Team (ELT).

### 6.0 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

### St Mary's College, Toowoomba | School Officer: Finance Level 5

#### 3.1 Contribute to and promote the development, alignment, attainment, and review of the strategic goals for the college and Diocese of Toowoomba Catholic Schools (TCS)

- contribute as a member of the college to achieve the strategies set out in the college strategy and the TCS strategic plan
- attend professional development as appropriate
- document and report on the progress of initiatives in the college strategy and the TCS strategic plan as required

#### 3.2 Assist with the financial operations for the college accurately and within expected timeframes

- supervise, train and develop staff responsible for cashier/finance duties
- liaise with the Business Manager on the progressive state of the budget including the provision of reports and professional advice
- collaborate with the Business Manager as required, in particular with the budget process, monthly and annual financial reporting, and other regulatory returns
- perform administrative support to senior management, following routines, methods, and procedures
- provide administrative support of a general nature including attending to phone calls, responding to queries and contributing to the goals of the administration team
- undertake other duties within the broad scope of the position as directed by the Business Manager, Principal or leadership team

#### 3.3 Oversee the debtor and creditor process to ensure management practices are performed

- prepare sundry invoicing and charges as required and associated debtor management
- oversee the accuracy of the school debtors ledger
- maintain and monitor family accounts, including preparation and issuing of fees and charges, arranging payment plans and making adjustments to family accounts as required
- process billing to family accounts
- liaise with families concerning fees, ensuring follow up of all outstanding accounts and associated debt recovery processes
- review the receipting of payments with particular attention to account coding and other event databases
- maintain the accuracy of the school creditors ledger
- process and reconcile creditor accounts, ensuring payments are made within terms, including data entry into the accounting package
- review data entry by other team members, and assist with basic creditor processing when required
- assist in developing policy and procedures relating to their work area and identifying future trends

### **3.4 Ensure relevant ledger accounts are reconciled regularly and all returns are completed in an accurate and timely manner**

- prepare financial reports to the operating statement stage
- assist in the formulation of the period and year-end entries
- assist with the preparation of financial statements, budgets, and cash flows
- assistance with the preparation of work papers and information for audit purposes
- process and reconcile the college credit card
- prepare the asset register and reconcile to the ledger
- reconcile ledger accounts to ensure completeness and accuracy
- prepare and reconcile bank accounts on a weekly basis
- preparation of the business activity statement on a monthly basis
- assistance with the preparation of FBT work papers

### **3.5 Provide assistance to all stakeholders regarding financial enquiries in a professional and friendly manner**

- assist with college-wide procurement processes to ensure compliance with policies and procedures
- assist stakeholders with enquiries relating to budget and associated expenditures
- respond to enquiries from staff, students, parents and the public, and address issues in accordance with routines, methods, and procedures
- liaise between the school, the student and the student's family, where some discretion and judgement are involved, following routines, methods, and procedures

### **3.6 Collaborate and communicate with other members of the college and members of directorates within St Mary's College, Toowoomba to ensure that high professional standards are met**

- 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 to St Mary's College, Toowoomba
- establish and maintain effective communication networks with stakeholders
- work collaboratively with stakeholders
- assist with the reporting of financial information to the school board as required

### **3.7 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**

- duties may include the completion of project work that presents itself during the course of the operational and strategic review of the actions associated with the college strategy, TCS strategic plan or other directorate strategies