

Role Description



**Diocese of Toowoomba
Catholic Schools**

Position details

Title	School Officer: Finance
Employment status	Permanent/ Fixed term, Full/term time
Classification	School Officer Level 5
Agreement	Catholic Employers Single Enterprise Collective Agreement Diocesan Schools Queensland 2023-2026
Reports to	Principal or delegate

About Toowoomba Catholic Schools

Toowoomba Catholic Schools is a progressive and distinctive community of 32 schools and central office spread across Toowoomba, the Darling Downs and South-West Queensland. Our values of dignity, potential and life support a culture of high standards, hard work and life-giving relationships. Staff experience a strong sense of belonging, of being valued and being successful at what they do. It is through this commitment to uphold the dignity of all, nurture potential and enable full and flourishing lives, that we are distinctively Catholic communities.

About the role

The School Officer: Finance contributes to the overall mission of the school and Diocese of Toowoomba Catholic Schools by working under the limited direction of the Business Manager to provide a high level of administrative support and to carry out moderately complex financial processes.

Role responsibilities

Fulfil the accountabilities of the role in accordance with Toowoomba Catholic Schools purpose and objectives, as outlined below:

1. In accordance with established procedures manage priorities to process and reconcile creditor accounts, ensuring payments are made within terms, including data entry into the financial management system.
2. Coordinate the debtor process in accordance with established processes, including the issuing of fees, preparation of sundry invoicing and processing and reviewing the receipting of payments.
3. Under the limited direction of the Business Manager, implement debt recovery processes including the initiation of payment plans where appropriate and applying tact, sensitivity and discretion when liaising with families.
4. Ensure relevant bank, credit card, loan and other ledger accounts are reconciled regularly, in accordance with procedural requirements and all compliance activities and regulatory returns are completed in an accurate and timely manner.
5. Under general guidance, assist with the preparation of checklists, annual work papers, budgets and cash flow monitoring.
6. Assist with cross checking of reports against available data including liaison with relevant stakeholders to address discrepancies.
7. Apply well developed knowledge to demonstrate and provide technical advice to other staff carrying out standard finance and purchasing processes.

We value



Dignity



Potential



Life

Role Description
Page 1 of 6

Belief in a better world

8. Provide assistance to all stakeholders in the interpretation of designated policies and procedures to ensure compliance.
9. Assist in the development of policies and procedures relating to the work area.
10. Carry out a wide range of administrative activities to support leadership staff in the efficient running of the school including message distribution through various channels, diary management, drafting and editing documents in accordance with established style guides, taking minutes and maintaining record management systems.

Classification factors

The characteristics, typical duties and skills commonly associated with this role are found in Appendix 1.

About you

To achieve in this role, you will be required to demonstrate the following:

Eligibility criteria

Essential

- Current Queensland Working with Children Clearance (Blue Card) or ability to obtain prior to commencement as required in the Working with Children (Risk Management and Screening) Act 2000.

Desirable

- Certificate or diploma qualification in bookkeeping or a related field.

Key success criteria

- Demonstrated empathy and understanding of the values and ethos of the Catholic faith.
- Proven substantial experience carrying out a range of financial and general administrative activities including procurement, receipting, accounts payable and receivable, diary management and document editing.
- Evidenced ability in interpreting various procedures, making sound judgements to solve problems and elevate unfamiliar circumstances to an appropriate role holder.
- Proven capability to apply highly developed relationship building and interpersonal communication skills to liaise with a cross section of stakeholders on sensitive matters.
- Demonstrated intermediate skill in working with accounting software and the Microsoft suite of products to extract data and present in a professional manner.
- Proven prioritisation and time management skills to coordinate a broad range of administrative tasks in order to meet established deadlines.

Responsibilities of all TCS staff

1. Support the values and Catholic ethos of the school.
2. Maintain personable and cooperative working relationships with colleagues and relevant stakeholders.

3. Engage in appropriate professional development opportunities to upskill knowledge and understanding related to the role.
4. Uphold the TCS Code of Conduct and all work health and safety requirements in accordance with policies and procedures.
5. Complete other duties that are directed by your employer as needs change or grow. All requested duties will be consistent with the purpose and classification of this position and any relevant legal and/or industrial obligations.



We value



Dignity



Potential



Life

Role Description
Page 4 of 6

Belief in a better world

Appendix 1 – Classification factors

The role has been assessed according to the classification criteria outlined in Schedule 9 of the Catholic Employers Single Enterprise Collective Agreement – Diocesan Schools of Queensland 2023-2026.

Below are the characteristics, typical duties, and skills commonly associated with this role.

Knowledge application

- Expertise within an area or discipline using theoretical knowledge or relevant practical experience.
- A substantial knowledge and understanding of related principles, techniques and practices.
- Well developed understanding of relevant statutory, regulatory and policy frameworks applied to a variety of interrelated activities and solutions to a range of problems.

Accountability

- Accountable for developing plans and objectives for short term tasks.
- Responsible for coordinating competing requests and demands, setting priorities and managing the workflow for immediate work area.
- Responsible for providing professional and policy advice within an area of specialisation or providing technical expertise that contributes to work area outcomes.

Scope and complexity

- Work is moderately complex to complex in nature and relates to a range of activities.
- What needs to be done involves using available information however options are not always evident.
- Interpretation, analysis, and some judgement are required to select an appropriate course of action.

Guidance

- Works under limited supervision to progress a series of activities within recognised guidelines.
- There is a clear statement of overall objectives and in consultation with supervisor decides on tasks and activities to be undertaken and required deadlines.
- Work follows well defined and detailed policies, technical or professional guidelines and accepted practice to achieve specific outcomes. There is some discretion to vary or tailor these.
- Some judgement is required to resolve workplace issues with supervision provided for complex or difficult issues.

Decision making

- Decisions concern a variety of matters, affect own work area and may affect another area.
- Decisions require evaluative judgement and may involve tailoring work methods, interpreting and adapting existing procedures and practices to achieve results.
- Information and advice are provided, possibly suggesting a course of action, which is taken into consideration by other decision makers.
- The position may have significant impact in regard to work area objectives and activities and may impact on other work areas in the short term to medium term.

Problem solving

- Work activities are undertaken within a general framework of recognised procedures and guidelines.

- Problem solving may be undertaken with creativity applied to recognised procedures and guidelines.
- Information is applied selectively, and alternatives are not always self evident.
- Analysis is typically required to make judgements involving facts or situations.
- Lateral thinking is required to generate viable options and the implementation of solutions.

Contacts and relationships

- Communicate with and provide advice and recommendations to a wide variety of customers and external stakeholders/others.
- Liaise with stakeholders/others on moderately complex to complex policy, project or operational issues responding to stakeholders/others needs and expectations.
- Interpret and explain policies and procedures providing advice and assistance.

Negotiation and cooperation

- Contact with stakeholders/others is in terms of comprehensive advice, support and resolution of issues.
- A level of tact, discretion or persuasion is necessary.

Management responsibility and resource accountability

- Supervise employees in day to day work activities or coordinate a small team/group performing straightforward work.
- Provides on the job training, develops staff and sets goals and priorities.
- Responsible for reviewing, checking or certifying the work of employees and monitoring work practices.
- Provides feedback, support, advice and guidance to less experienced colleagues when required.
- Accountable for monitoring resources, compiling information and reporting for a specific project/program.
- With reference to appropriate guidelines, procedures and precedents activities may include preparing/assessing/awarding payments for administered programs or facilitating and ensuring correct payments are made by customers.