



Role Statement

Assistant Finance Officer

(School Officer – Level 4)

Position Title: Assistant Finance Officer

Hours of Duty: 17.5 hours per week term time

General Description:

The Assistant Finance Officer will be required to work directly for St Benedict's Primary School. Working under general supervision, the Assistant Finance Officer will apply a depth of knowledge and a broad range of skills which facilitate support for the ongoing financial management and administration of the school.

The employee in this position is required to demonstrate competency in the administrative support to senior leadership; handling financial correspondence; establishing and maintaining working Accounts Payable systems; and have the ability to apply knowledge and skills within a financial context. The Assistant Finance Officer is required to possess a helpfulness of spirit, flexibility and excellent skills. The successful applicant will have excellent organisational skills including initiative and self-management, as well as the ability to work with limited supervision and guidance.

Key Characteristics

As an employee of St Benedict's Primary School, the Assistant Finance Officer is required to:

- Exhibit behaviour, through word and action, which reflects the Catholic ethos of the School, communicating effectively with staff, students and parents.
- Abide by Brisbane Catholic Education's *Staff Code of Conduct*.
- Be familiar with and follow the policies and procedures of the School.
- Reflect on his/her own work performance and seek opportunities for further training and professional development.
- Possess a high level of integrity and credibility and maintain confidentiality;
- Plan work activities and set of priorities to achieve objectives and meet deadlines
- Demonstrate tolerance, maturity, patience and a capacity for self-organisation and the ability to respond and adapt whilst operating in an environment which is often demanding and busy
- Apply knowledge with depth in some areas and a broad range of skills

Qualifications, Skills and Personal Attributes

- Tertiary qualifications at Certificate level or equivalent knowledge, qualifications and experience relevant to the position may be required
- Experience in a financial role within a school system whilst not essential will be highly regarded.
- Practical experience in financial support/accounting analysis role;
- Microsoft Word and Excel experience
- Competent knowledge of and management of integrated systems used by school and BCE such as Dynamics, eMinerva and other related systems
- Positive Notice Blue Card
- High level of oral communication and interpersonal skills

- Excellent organisational skills including the ability to determine priorities, meet deadlines and take follow up action
- High level of confidentiality, tact, discretion and initiative.

Supervision

The role holder is responsible to the Principal, however work will be carried out under general supervision of the Finance Secretary. Work involves a level of autonomy and the ability to work as part of a team.

Typical Duties/Skills:

Typical duties performed include, but not limited to:

Accounts Payable

- Monitor and order all supplies required for effective school operation using the purchase order system and present to Principal for approval as required
- Prepare all documentation relevant to the payment of school accounts
- Ensure that all procedures and documentation comply with school purchasing policy
- Ensure the timely and accurate payment of all school accounts
- Maintain an accurate creditor database in Dynamics
- Process 'Other Debtor' invoices on a termly basis
- Process creditors' invoices and prepare all EFT payments (and BPAY)
- Maintain accurate records in a tidy and accessible way for later reference and audit purposes
- Appropriate and up to date archiving of records.
- Monitor expenditure in light of the approved budget, authenticate authorisation of all purchases.

Other

- Assist staff with guidelines for financial matters, giving advice on correct procedures where required
- Co-ordinate Deeds of Agreement and contractual arrangements for outside bodies who make use of and hire the school facilities including the Parish
- Liaise with outside organisations – Centacare and St Benedict's Kindergarten
- Manage the school bus bookings and liaise with the School Grounds Officer to oversee the maintenance of the bus.
- Ensure adequate stock of office and amenities supplies and raise purchase orders as required to replenish stock.
- When required, assist front office staff in responding to the needs of staff, students and parents by dealing with matters or referring them to the appropriate staff member
- Receipting of other cash received into the school and prepare it for banking