

ROLE DESCRIPTION - FINANCE OFFICER

School Officer Level 5

The Finance Secretary assists the Principal and School Leadership Team in a wide variety of administrative and financial tasks to support the financial operations of the School. Brisbane Catholic Education requirements and Government legislation means it is necessary to produce accurate financial figures to meet set deadlines. Reporting to and under the direction of the Principal, the Finance Secretary role coordinates the financial administration activities and provides key support to ensure the school delivers on these deadlines through the role's interaction with staff and members of the school community.

The Finance Secretary will show initiative, be able to work as a member of a team, be a skilful negotiator and be able to liaise with the school's clients with empathy. The successful applicant will be highly organised and be able to demonstrate sound judgement and discretion. Experience with the BCE finance system AX Dynamics is highly desirable but not essential.

The Finance Secretary role requires personal qualities which enable the role holder to interact professionally and warmly with staff, parents and students and generally have highly developed interpersonal skills.

KEY RELATIONSHIPS

Principal, Assistant Principal Religious Education, Parish Priest/Pastoral Director, Teachers, School Officers (Admin), Parents, students, Parish Finance Committee, Parents & Friends Association, Brisbane Catholic Education key personnel, Archdiocesan Development Fund, and School Auditor.

QUALIFICATIONS

Tertiary qualifications at Associate Diploma/Diploma level or equivalent qualifications relevant to the position may be required, or knowledge, qualifications and experience in finance management related areas that are determined by the employer as necessary to successfully carry out the duties of the position.

DUTY STATEMENT

Provide executive support to senior management and associated committees concerning designated aspects of school finance management.

Financial Management / Administration:

- Competent knowledge of and management of integrated systems used by school and BCE such as Dynamics, eMinerva and other related systems
- Coding of invoices and Data entry into AX Dynamics
- Maintain all school financials including accounts payable, accounts receivable, reconciliation of bank accounts, prepare monthly BAS return, undertake End of Month and End of Year Rollovers
- Proficient in matters relating to GST and FBT
- Manage the billing and collection of school fees encompassing the preparation of fee documentation, liaising with families re payment of overdue / outstanding fees and fee relief through approved concession processes.
- Assist Principal when establishing school tuition fees, budgets and levies
- Assist Principal to monitor and manage staffing costs and reconciliation with BCE funding and school budget payments to BCE
- Co-ordination and processing of insurance claims

- Provide information to all staff on GST requirements and ensure all documentation fulfil tax requirements
- Check staff reimbursement claims via eclaim ensuring all documentation is correct.
- Ensure Asset Management Principles are practiced
- Apply Inventory and Purchasing Control Procedures
- Monitor and process School Loan Data and Documentation
- Provide advice regarding accounting knowledge to assist in the interpretation and preparation of reports.
- Review and implement local process improvements for financial and administrative matters
- Provide accurate financial and planning advice on regulations and procedures
- Liaise with ADF with regard to various financial requirements, e.g. loans, direct debit payments, and BPAY / BPOINT transactions.
- Liaise with external auditor and ensure all requirements of external audit are met
- Meet regularly with the Principal to ensure finance objectives are met.
- File and reconcile school credit card receipts including Load & Go.
- Provide support to the principal with Census preparation procedures.

Budgets:

- Work with the Principal in the preparation of the annual budget and financial forecasts
- Work with the Principal on the development of long term school financial plans
- Monitor, analyse and provide advice on the progress of the school and departmental budgets including actual expenditure and budget variances and improvement actions

Cash Management:

- Receive and receipt monies / account for banking
- Prepare monies for banking
- Operate and balance EFTPOS machine

Contract and Maintenance Management:

- Assist Principal with contract management for photocopiers, waste collection, cleaning, painting and other contracts as required
- Assist Principal with monitoring maintenance records and organising repairs / maintenance
- Assist Principal in the preparation of Facility Hire and Deeds of Agreement for outside community organisations using school facilities

Maintain Records:

- Update family records for financial information as required
- File and maintain records according to BCE policy and statutory requirements

Reporting:

- Prepare a range of financial and administrative reports for review and authorisation by the Principal
- Provide advice and support in the interpretation of various financial reports
- Provide reports for Principal, Priest/Pastoral Director, and Parish Finance Committee as required

Administration Support:

- Be aware of school enrolment policies and assist when needed in dealing with enrolment enquiries

When the secretary is unavailable, the Finance Officer will -

- Receive visitors
- Handle enquiries from parents, students, and staff
- Make appointments / bookings
- Organise student transport for excursions, camps and sport
- Collect and post mail

First Aid:

- Administer first aid as required
- Contact parents of sick students
- Monitor students in sick bay

Continuing Professional Development

- Attend BCE Finance Officer meetings and undertake appropriate courses as required
- Keep up to date with reporting trends and obligations and make sure the school adheres to all government and Brisbane Catholic Education requirements and accounting standards

Personal Attributes

- Commit to upholding the dignity of students, parents and colleagues by observing the strictest of confidentiality in relation to information.
- Be flexible when changes to the daily routine affect the school's functioning, and prioritise workload in response to situations arising each day
- Exercise discretion and judgement particularly in coordinating concession applications/meetings and following up overdue school fees
- Work autonomously in achieving results. All work is performed under general supervision and broad guidance.
- Work in team with all members of staff to support the effective use of resources.

Authority Limit

- Authority to commit funds connected with the position will be consistent with Brisbane Catholic Education policy and is under the control of the Principal in conjunction with the School Leadership Team.