



# ROLE STATEMENT

## SCHOOL OFFICER: Finance Secretary – Accounts Payable

### PURPOSE

The purpose of the role of Finance Secretary is to contribute to the effective running of the College administrative operations. This role is required to assist the Business Manager to process invoices for payment in a timely manner and preparation of the end of month documents for review. The Finance Secretary also has other duties supporting the administration of the College.

### SUPERVISION & AUTHORITY

The Finance Secretary is a member of the College administrative office team and is accountable to the Principal with the Business Manager as line manager.

Relationships of significance exist with the College Leadership Team, Assistant Business Manager and other School Officers.

Autonomy in the role is required under general supervision by the Business Manager.

Expenditure of funds connected with the position is under the control of the Principal, Business Manager or other member of the Leadership Team.

### QUALIFICATION

This position requires tertiary qualifications at a certificate level or equivalent qualification relevant to the position or such knowledge, qualifications and experience that are deemed by the employer as necessary to successfully carry out the duties of the position.

### COMPETENCY

This position requires that the Finance Secretary has well-developed interpersonal and communication skills to work with all stakeholders including parents & carers of students, finance colleagues, suppliers of goods or services to the College and various Brisbane Catholic Education (BCE) departments on a wide range of tasks and roles in a variety of contexts.

The Finance Secretary is required to demonstrate competency involving self-directed application of knowledge with depth in key areas. This role requires knowledge of relevant BCE and College policies. Maintaining privacy of staff, student and parent information and interactions is essential.

The Finance Secretary is required to apply knowledge of advanced functions of computer software packages to manage data to proactively identify trends and opportunities for improvement in processes and financial performance.

Proficiency in general office duties such as word processing, filing and photocopying is also a requirement of the position. This role requires management of multiple tasks, prioritisation of work and exercising initiative to ensure delivery of a high quality of service and completion of work tasks within deadlines.

The Finance Secretary may be required to guide and train new or temporary office administrative staff as required.

In addition to the Key Result Areas below, the Business Manager will delegate other duties as required.

## KEY RESULT AREAS

1. Provide accurate and timely payments to vendors.
2. Support finance processes to ensure efficiency and compliance.
3. General administrative duties

## DESCRIPTION OF THE KEY RESULT AREAS

The following list of activities outlines core tasks performed to fulfil the Key Result Areas and is not exhaustive.

1. Provide accurately and timely payments to vendors.
  - Ensure vendor contact details and bank information is accurate and up-to-date
  - Matching of approved purchase orders with invoices received
  - Coding of invoices received in line with expenditure approval
  - Preparation and execution of payments for vendors via electronic payment methods
  - Manage petty cash by maintaining required compliance standards to reconcile incomings and outgoings
  - Reconcile and code expenses paid via the various College credit cards
2. Support finance processes to ensure efficiency and compliance.
  - Complete bank reconciliations for all accounts monthly
  - Generate and compile end of month reports for review
  - Once reviewed and accepted, file all financial documentation as per relevant guidelines
3. General administrative duties
  - Carry out a wide range of secretarial and clerical duties and use technology for effective administration
  - Identify, research and propose improvements to College work practices
  - Guide and train new or temporary office administrative staff as required
  - Provide relief and assistance to either College or Student receptions and carry out all associated duties
  - Any other duties which fall within the employee's area of expertise, experience and classification level