

**POSITION DESCRIPTION**  
**FINANCE AND ADMINISTRATION OFFICER**

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**Administration Employee Stream**

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**Level 5**

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**QUALIFICATIONS:**

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

**CHARACTERISTICS:**

The employee in this position is required to demonstrate competency involving self directed application of knowledge with substantial depth in some areas. A range of technical and/or other skills are applied to roles and functions in both varied and highly specific contexts, where there is complexity in the ranges and choice of actions required. Competencies are normally used independently and both routinely and non -routinely. Discretion and judgement are required in planning and selecting appropriate equipment, service techniques and work organisation for self and others.

Work is performed under general supervision and/or broad guidance depending on function.

An employee in this position may have responsibility for the planning and management of others. Supervision and training of lower staff may be involved.

**PURPOSE:**

The position assists the Principal and School Leadership Team in finance and administration duties and coordination to support the administrative operations to the school to education service delivery need.

**TYPICAL DUTIES/SKILLS:**

- Provide executive support to the Principal, senior management and associated committees concerning designated aspects of school management.
- Under broad guidance, supervise the operations of the school's administrative processes and activities, including workflow coordination and ensuring the Principal is informed of priority administrative issues.
- Assist and support the Principal in the implementation, review and improvement of central office administrative processes.
- Supervise the work of designated school officers undertaking central office administrative duties, providing training and support required.
- Complete various government and BCE returns in an accurate and timely manner for Principal review and approval, e.g. census, DEST financial return, AEL return, AEL concession return.
- Assist the Principal in school budget preparation and expenditure tracking, and reporting against system and other funding sources and grants.
- Prepare the accounts of the school to operating statement stage and assist in the formulation of period and year end entries.
- Perform month ends, End of Year Rollover in a timely and accurate manner.

- Coordinate and undertake financial administration activities to produce accurate and timely preparation of financial reporting e.g. ensure that all financial records are properly reconciled and available for inspection.
- Assist the Principal in the yearly review of school fees, the administration of school fee assistance process, including document management for Principal consideration and approval, the fee collection and arrears processing.
- As determined by the Principal, liaise with debt collectors regarding families referred to debt collector for collection of arrears in school fees.
- Process/reconcile accurate BPay facilities and import BP excel spreadsheets from ADF to Dynamics.
- Process/reconcile accurate D/Debit authorities and import spreadsheets from ADF to Dynamics.
- Code transactions for GST and prepare the BAS Statement and ensuring timely submission of BAS.
- Prepare/balance monies collected from school fees, tuckshop, bookshop, sales of library items and other various incomes for weekly banking.
- Maintain the Accounts Payable and General Ledger Systems.
- Reconcile school petty cash ensuring all reimbursements are substantiated by appropriate documentation.
- Invoice School Fees, Building Fund, Library Fund and Other Debtors receipting, Recording and Banking.
- Set up and reconcile a large direct debit database for payment of fees – savings account, credit cards.
- Secure of all monies collected on behalf of the school.
- Oversee purchasing – ensure items ordered are within budgets.
- Review and monitor various contracts/quotes for office equipment, pest control, security, garbage and sanitary collection and cleaning.
- Liaise with CCI insurance re all insurance matters relating to the school including maintaining records/correspondence for insurance claims.
- Ensure all insurance premiums relating to the school and equipment and motor vehicle are current.
- Respond to administration enquires from staff/students/parents/P&F association/public, ensuring confidentiality.
- Ensure confidentiality between students/ teachers/ parents
- Undertake reception duties responding to face-to-face and telephonic student, parent and community enquiries.

#### **AUTHORITY LIMIT:**

Full authority is delegated from the Principal to produce the desired outcomes. 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 school Leadership team.

#### **REPORTING AND OTHER RELATIONSHIPS:**

The role holder is responsible to, and reports on, all aspects of the role to the Principal. Relationships of significance exist with other teachers, specialists, specialist staff and volunteers.