



## Finance Officer Role Description, St Joseph's Murgon

### **Role Description**

The role holder is required to work in a challenging and demanding role due to the diversity and difficult situations of families within this community. The role holder is responsible for assisting the Principal in a large range of tasks to meet the needs of the school. The role entails not only attending to the financial operations of the school in alignment with Government legislation but the Finance Officer, with the Principal support, is responsible for the constant checking and follow up of outstanding accounts. This requires excellent communication and negotiation skills with a vast knowledge of Indigenous culture.

Due to the demands placed on the Principal in this challenging community, the role holder is responsible for the co-ordination of all purchasing and liaising with teacher to ensure effective distribution of resourcing occurs. The Finance Officer assist the Principal with the written communication needs of the school and assists in the development of policies.

The finance officer is responsible for:

- Ensure completion of various government and BCE returns are accurate and timely, e.g. census, DEST financial return, AEL return, AEL concession return.
- Prepare the annual budget, under the direction of and in conjunction with the Principal and assist in the development of long term financial plans.
- Reconcile and track additional sources of funding, e.g. resource grant, library grants, special needs funding.
- Monitor and provide progress updates to the Principal on expenditure against budget.
- 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 at any time for annual audit or tax audit.
- Work with the Principal on the administration of school fee assistance process, including document management for Principal consideration and approval.
- As determined by the Principal, liaise with debt collectors regarding families referred to debt collector for collection of arrears in school fees.
- Perform month ends, End of Year Rollover in a timely and accurate manner.
- Prepare the accounts of the school to operating statement stage and assist in the formulation of period and year end entries.
- Liaise with ADF with regard to various financial requirements, e.g. loans, new building reimbursements and direct debit payments, and BPAY receipts.
- 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.
- Process/reconcile accurate BPay facilities and import BP excel spreadsheets from ADF to Dynamics.
- Process/reconcile accurate O/Debt authorities and import spreadsheets from ADF to Dynamics.
- Maintain/reconcile accurate EFTPOS facilities for payment of school fees.
- Maintain excursion database.
- Secure of all monies collected on behalf of the school.
- Prepare/balance monies collected from school fees, 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.
- Code transactions for GST and prepare the BAS Statement and ensuring timely submission of BAS.
- Generate financial reports for every EOM scrutinize and give to Principal.
- Attends finance meetings with the Parish.
- Attends to the P&C funds and accounts.
- Provides advise to teachers in regards to the class budget.
- Provides Information in regards to GST.
- Provides prompt reimbursement of all staff expenses.
- Maintains and supports the Tuckshop convenor.
- Attends to all CCI insurance
- Assist with front office administration.
- Is trained and assists with all eMinerva tasks.

#### INDUSTRIAL AGREEMENT:

Employment is made pursuant to the terms and conditions of the Catholic Employing Authorities Single Enterprise Collective Agreement- Diocesan Schools of Queensland 2015 -2019.