



## **School Finance Officer**

**ESO Grade 3.1, full-time on site (negotiable for term-time hours)**

**Commencement date: from Monday 30 June 2025**

### **Specific Responsibilities**

The following information identifies the current priorities of this role. Any other duties and any changes that are required from time to time, to meet the needs of the College will be discussed prior to their implementation. Any agreed change in duties will be confirmed in writing by the Principal.

The School Finance Officer role includes responsibility for:

- Accounts payable
- Providing accounts receivable and tuition fee support to the School Accountant - Income
- Asset register maintenance including reconciliations and stocktakes
- Corporate credit card accounts
- the financial operation of the University Senior College Building Fund
- the financial operation of the University Senior College Scholarship Fund
- the financial operation of the USC Old Scholars Association ("USCOSA"), as directed by USCOSA committee members
- Enrolments support and data entry for student records
- Finance Manager support, to ensure smooth processing of financial transactions and continuation of day-to-day financial operations
- Reception support

The School Finance Officer reports directly to the Finance Manager and ultimately the Principal.

The School Finance Officer will:

- Possess excellent communication and interpersonal skills, reflecting confidence in working with students, staff, parents and the wider community.
- Manage competing demands, with strong organisational skills and have proven experience in meeting tight deadlines.
- Be accurate, with exceptional attention to detail.
- Demonstrate initiative and analytical thinking.
- Be proficient in IT skills including Synergetic or a similar business or finance software, Excel and Word.
- Have proven data entry skills.
- Be well presented with an exceptional telephone and personal manner and good social skills.
- Exercise absolute discretion when dealing with confidential information.
- Maintain an awareness of and commitment to health and safety in the workplace.
- Be able and willing to develop in this role and take on additional responsibilities in the future

### **Position Description**

The School Finance Officer will undertake the following duties in an accurate and professional manner:

#### **Accounts payable**

- Responsibility for all creditor enquiries and communication
- Checking and processing creditor invoices, ensuring expenditure is within delegation limits, has been properly authorised and does not exceed budget.

- Raising purchase orders and assisting in the procurement process
- Accurate and timely data entry and processing of EFT payments
- Electronic archiving of all creditor invoices and other payment information

#### **Providing accounts receivable and tuition fee support to the School Accountant – Income**

- In the absence of the School Accountant – Income, be the first point of contact for all students, parents and other debtors regarding payment of accounts
- In the absence of the School Accountant – Income, undertake banking and receipting in a timely manner
- In the absence of the School Accountant – Income, process application and enrolment fees and address any other fee queries from prospective parents

#### **Asset register maintenance including reconciliations**

- Maintain and ensure the accuracy of the fixed asset register, ensuring all additions are recorded accurately
- Process depreciation on a timely basis and ensure the register reconciles to the general ledger
- Regular asset reviews and physical audits, requesting approval and processing write-downs
- Ensure compliance with relevant financial policies regarding asset management

#### **Corporate credit card accounts**

- Monitor, review and control corporate credit cards including applications for new cards
- Collect and review credit card statements and supporting receipts from staff
- Undertake monthly reconciliations and processing to general ledger
- Prepare approval reports for the Principal and Finance Manager

#### **University Senior College Building Fund**

- Process donations and other income and expenses, issue receipts on a timely basis
- Maintain a register of donations and other gifts received
- Prepare bank reconciliations, monthly and quarterly management accounts
- Prepare year end accounts for audit

#### **University Senior College Scholarship Fund**

- Process donations and other income and expenses, issue receipts on a timely basis
- Maintain a register of donations and other gifts received
- Prepare bank reconciliations, monthly and quarterly management accounts
- Prepare year end accounts for audit

#### **University Senior College Old Scholars Association (USCOSA), as directed by the USCOSA committee**

- Process income and expenses
- Maintain a register of donations
- Prepare bank reconciliations, monthly and quarterly management accounts
- Prepare year end accounts for audit

#### **Enrolments support and data entry student records**

- Process future student applications on a timely basis
- Process future student enrolments and upload paperwork on a timely basis
- Ensure accuracy of data used in government reporting
- Process scholarship offers and liaise with the School Accountant – Income to ensure the enrolment and finance records reconcile

**Other Duties**

- Ensure compliance with relevant financial policies regarding procurement and asset management
- School administrative tasks including processing printing credits, student ID cards, ticket sales and fundraising activities
- Undertake reconciliations of purchases and compare to income earned for items including jumper sales and student event ticketed sales
- Monitor and check the accuracy of the general ledger
- Manage and reconcile petty cash, prepaid visa cards and vouchers, and student fundraising activities
- Liaise with IT staff regarding leased computer, software and other ICT charges
- Assist Deans and Faculty Leaders with budget and expenditure queries
- Assist the Marketing team and the Director, International Student Program with budget and expenditure queries
- Support the Finance Manager to ensure the smooth continuation of financial operations
- Provide reception support on an ad hoc basis
- Collaborate with the College finance team to streamline finance processes and improve efficiency
- Ensure that the finance function of Synergetic is accurate and relevant, updated on a timely basis, and that the general ledger is reconciled with the subsidiary ledgers
- Monitor accounting records for accuracy and ensure that internal controls are appropriate, and that staff adhere to those controls
- Liaise with the College auditors and prepare and provide accurate information and assist with the interim and final audits
- Comply with legislative policies, requirements and legislation with regard to the role
- Assist with identifying and recommending cost efficiencies and process improvement throughout the College
- Be able to perform the payroll function if required
- Maintain and update written procedures for all aspects of the role
- Assist with the maintenance and preservation of the school finance archives
- Any other duty as directed to perform by the Principal and Finance Manager, which could be reasonably considered relevant to the position.

**Minimum Qualifications and Experience for the Role:**

- Relevant qualification in Business Administration or Finance
- Knowledge and understanding of GST and basic accrual accounting
- Demonstrated experience gained from working in a similar finance role
- Demonstrated organisational and time management skills, with the ability to manage competing demands
- Demonstrated written and verbal communication skills, with the ability to liaise effectively and sensitively with members of the school community and all other stakeholders
- Previous experience in financial administration systems, preferably Synergetic
- Demonstrated experience in using Microsoft Office programs

**Other Requirements:**

- Current Working with Children Check & RRHAN-EC
- Police Check
- First Aid accreditation