



SIMONDS

CATHOLIC COLLEGE

St Mary's Campus
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Senior Finance Officer

(FTE 0.8 – 1.0)

ST MARY'S CAMPUS

Simonds Catholic College is a Catholic school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated, and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS), where formation and education are based on the principles of Catholic doctrine.

This role description is written considering the Mission and Vision Statements of the College. Our Vision is to develop confident, well-rounded young men who have hope for their future. The College is characterised by a strong set of values that underpin the way we live and work. We enact the College's values being Catholic Beliefs and Teachings, Inclusivity, Pastoral Programs, Fully Committed Teachers, Respectful Behaviour and Motivated Students.

Commitment to Ethos and Values

All staff in a Catholic school have an indispensable role to play in furthering the mission of the Church. It is expected of all employed in a Catholic school that they:

- Accept the Catholic educational philosophy of the school.
- Strive to help students to understand, accept and appreciate Catholic teaching and values.
- Avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church Community, in whose name they act.

Simonds Catholic College is a Child Safe School

Simonds Catholic College holds the care, the safety and wellbeing of its students to be at the core of all we do. The College is resolutely committed to ensuring that all staff of the College act in a manner that promotes the inherent dignity of each of our young men and their fundamental right to be respected and nurtured in a safe school environment. This commitment includes regular and appropriate learning opportunities in relation to child safety and young people's protection and wellbeing.

We also commit to listening to, and taking seriously, all concerns voiced by students, staff, parents and caregivers, volunteers, contractors, and clergy. We commit to continuously reviewing and improving our systems to protect children from abuse.

Overview:

The Senior Finance Officer has a key role to play in the good organisation and management of the College. The person has an empathy with the Catholic ethos of the College and actively supports and gives leadership in this area.

Key Selection Criteria:

The Senior Finance Officer is expected to exhibit the following qualities, qualifications and competencies:

- A lively, multiskilled and practical team person.
- A firm belief in, and commitment to, the mission and vision and Core values of the College and an ability to articulate and promote these.
- Professionally qualified CPA or CA Accountant.
- Demonstrate good communication, planning, administration, and finance skills.
- Experience in in a similar role.
- Highly developed computer skills with experience in relevant software including Microsoft Office and in particular excel, Synergetic, ICON or similar large finance software system.
- Ability to develop and analyse detailed reports.
- Exhibit ongoing professional growth on a personal level and for the benefits of the College community, including participation in different Professional Learning activities that the College offers.
- Demonstrate an understanding of key priorities of the legal requirements surrounding child safety.

The Senior Finance Officer reports to the Business Manager:

The position of Senior Finance Officer – St Mary's Campus is an important finance position within the College. The role is supportive of the Catholic character of the College and actively supports the College Administration in their duties as required.

The role is significant in the financial administration of the College. The following are important:

- That because of the nature of the role, confidentiality in all matters is seen as highly significant.
- While there are the regular office hours it is an expectation from time to time that the nature of the role means that some duties may need to be organised outside of these hours.

While you will be located at St Mary's Campus West Melbourne, you may be required on occasions to attend the St Brigid's campus. You may also be directed in the future to perform work from St Brigid's Fitzroy North.

Specific Duties:

The Senior Finance Officer is responsible for supporting the Business Manager and Finance Team and is responsible for the provision of accurate and timely information financial reporting through sound analysis, budgeting forecasting and reporting in collaboration with the Business Manager. The Senior Finance Officer will ensure the integrity of financial information and transactions, business analysis and compliance for the College. The position will work closely with teaching and other support services fostering good relations.

☐ **Finance:**

- Financial Leadership
 - Establish and monitor finance processes and internal controls in relation to the college
 - Establish and review finance processes and documentation
 - Maintain high performance, professionalism and continuous improvement with Account Payable/Receivables and Occupational Health and Safety Compliance).
- Financial Reporting
 - Prepare accurate monthly financial statements and reports in a timely manner.
 - Reconcile all balance sheet items monthly.
 - Prepare and disseminate monthly faculty financial performance reports.
 - Prepare Annual Budget in collaboration with Business Manager and liaise with faculty leaders.
 - Assist in the preparation of the Annual Financial Statement (AFS) and other financial returns. Preparation of information for external auditors.
- Banking
 - Collect payment of fees and charges and arrange receipts.
 - Assist with administration of Investments.
 - Ensure bank reconciliation are completed.
 - Prepare and make banking deposits as required.

☐ **Compliance:**

- Taxation
 - Preparation of the Monthly Business Activity Statement, PAYG obligations and Fringe Benefits Tax Return.
- WorkCover
 - Preparation of the Annual Remuneration return and Budget.
- Australian Bureau of Statistics
 - Completion of surveys as requested.

☐ **Assets:**

- Assets Register
 - Maintain the Assets register, ensuring additions and disposals are correctly recorded and reconciled to the general ledger.
 - Prepare monthly depreciation Journals.
 - Review existing Assets and make recommendation on Assets to be written off.
 - Preparation of Insurance claims as required.

☐ **Provision of support and back up for Payroll:**

- Preparation of fortnightly salaries including:
 - Setting up of new employees.
 - Salary adjustments for overtime, allowances, changes to FTE part – time loads, Changes to incremental scales, fringe benefits details, termination payments etc.
 - Preparation of payroll related general journals.
 - Monthly reconciliation of payroll clearing accounts.
 - Annual reconciliation of payroll accounts.
 - Calculation of pro-rata leave and annual leave loading.
- Maintenance of Staffing records including information on:
 - Updating Personal Leave/Annual Leave/Long Service Leave record system.
 - Prepare reports for internal and external as requested.
 - Completion of mid-year and annual reporting as required.
- Maintenance of superannuation records:
 - Preparation of superannuation monthly payments, membership documents, change of address details, salary sacrifice and other deductions and associated reporting.
- Maintenance of Long Service Records:
 - Preparation of all documentation relating to LSL.
 - Preparation of LSL reimbursement claims.
 - Timely updating of and reporting of LSL register.

☐ **Accounts Payable:**

- Provide back up for the Accounts payable function data entry and responding to accounts payable queries and urgent payment requests.
- Preparation of purchase orders as necessary.
- Review and reconcile creditor statements as required.

☐ **Accounts Receivables:**

- Data entry and responding to accounts receivable queries.
- Raising annual school fees and other charges
- Ensure all payments received are accurately allocated.
- Review and reconcile Debtors Monthly.
- Follow up outstanding payments as directed.

☐ **Other Administration Duties:**

- Coordination of the hire of College Facilities as required.
- Provide relief and support to other administration offices as required.
- Other duties as requested by Principal, Deputy Principal and Business Manager.

☐ **Relief First Aid:**

- The incumbent will be qualified as a Level 2 First Aid or prepared to be trained to that level.
- Attend to and monitor students who require first aid.
- Enter all sickbay incidents in SIMON.
- As a First Aid provider monitor medications required to be taken by students.
- Contact Parents/Guardian to collect students if they have been deemed to be sent home or require further medical attention.

Final Statement

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other tasks, not specifically stated. The position description may be modified in consultation with the incumbent from time to time, depending on the operational needs and requirements of the College.