



Job and Person

Specifications

DETAILS

Position Title:	Finance Officer – Accounts Payable
Sub School:	Administration
Line Manager:	Finance Manager
Reporting Manager:	Business Director
Commencement Date:	June 2024
Tenure:	Permanent Part-time – 3 days per week

POSITION SUMMARY

The Finance Officer is responsible for the timely and accurate processing of the college accounts payable.

The position plays a key role in supporting College employees and maintaining organisational compliance through the comprehensive, end-to-end-management of invoice processing and associated administration.

WORKING RELATIONSHIPS

The Finance Officer reports to the Finance Manager.

The Finance Officer works closely with the Finance Manager and the Business Director.

EMPLOYMENT CONDITIONS

The Finance Officer is employed in accordance with the Lutheran Schools SA Enterprise Agreement.

POSITION RESPONSIBILITIES

1. Invoice/Cheques/Creditor Records

- Maintain creditor records
- Matching orders – pink copies – with invoices daily
- Invoices to be verified by department heads
- Check queries with appropriate staff
- Process invoices daily for entry into creditors
- Creditor control – entry into CE, check against audit trail report fortnightly or as required
- Process manual cheque payments on short notice
- Overseeing and ensuring statements are checked and copy invoices requested when needed
- Overseeing the raising of credit notes/cancelling invoices
- Keeping file for New Creditors/Changes of accounts and collating with Audit trail at EOM
- Check documentation is provided for invoices such as PD Tracker approvals



2. Petty Cash

- Maintain record for Petty Cash
- Get staff to initial voucher to indicate they have received money
- Should have receipts complete with ABN number so as to claim GST back
- Petty Cash top ups for Food Tech and Science

3. Purchasing Management of Supplies

- Manage school purchasing through consolidated suppliers
- Authorise staff orders through consolidated suppliers
- Ordering and purchase of good and services not done by faculties, library or property services
- Dealing with queries with regard to orders
- Liaise with library staff re stationery supplies
- Account for faculty use/cost (ie stock take end of term) and report to Finance Manager
- Administration of Coles and other Daily use Accounts

4. Data Processing

- Use CE for accounting/Data entry/Processing & Maintaining Ledgers
- Input of Budget Limits at beginning of year

5. Beginning of Year/Term

- Collate invoices needed for End of Year Accounting
- Distribution of Mail & Parcels through holidays
- Filing last year's accounting documents and organizing year before to go to Archives

6. Deliveries

- Sign copy of delivery orders, if Receptionist unavailable, checking that order is correct and for TLC
- Outgoing parcels – organise delivery company

7. Camps

- Calculating and issuing Petty Cash/PC Visa for Camps
- Payment of all camp deposits and final payments
- Calculation of GST on food and transferring in the ledger
- Assist in the organisation and payment of food/camp items

8. Credit Cards

- Collect tax invoices for credit card transactions and reconcile to the statement
- Code credit card statements for signing

9. General Office Duties

- General office duties as required
- Consistently maintain confidentiality and discretion
- Any other job deemed necessary for the smooth running of the Finance, Administration & Marketing Departments

10. Fundraising Events

- Helping organise items needed for Fundraising Days/Class Fundraising



Selection Criteria

EDUCATIONAL/VOCATIONAL QUALIFICATIONS

- Formal Qualifications in Finance, Accounting or similar discipline.
- Valid RRHAN-EC certification or a willingness to undertake this prior to commencement.
- Valid Working with Children Check (WWCC)
- Valid First Aid Certificate or a willingness to undertake this prior to commencement.

PERSONAL SKILLS, KNOWLEDGE & ABILITIES

- Previous experience in the management and delivery of an accounts payable function
- Ability to work efficiently and effectively in both a team environment and with limited supervision.
- A continuous improvement approach to the development and management of accounts payable systems and processes.
- Proficiency in Microsoft Office 365 suite of programs and ability to master existing College finance systems (Civica).
- Maintain a high degree of confidentiality and discretion at all times.
- Personal alignment and demonstrated commitment to the Vision, Mission and Values of the College.

CLASSIFICATION LEVEL

- As per Lutheran Schools Enterprise Agreement

Equity principles underpin all College policies and procedures. The College is committed to Equal Employment Opportunity principles and values cultural diversity and recognises that all its employees have a contribution to make in ensuring an equitable and harmonious working environment.

Application Process

APPLICATIONS WITH SUFFICIENT SKILLS AND EXPERIENCE ARE REQUIRED TO:

- Write a covering letter addressing selection criteria and including previous experience;
- Include a curriculum vitae; and
- List three referees, one being a pastoral referee.

Applications that do not meet the above requirements will not be considered.

Applications are to be addressed to Director of People and Culture, Tatachilla Lutheran College and sent electronically to jobs@tatachilla.sa.edu.au. Applications close 4pm, Thursday 20 June 2024.