



CATHOLIC REGIONAL COLLEGE CAROLINE SPRINGS

FINANCE ASSISTANT

Title	Finance Assistant
Classification	Full-time (FTE open to negotiation)
Category	Category C Remuneration commensurate with experience
Hours	8:30am - 4:30pm Monday to Friday
Length of Appointment	Ongoing
Report	Finance Manager
Conditions	Catholic Education Multi Enterprise Agreement 2022

Purpose of Position

The Finance Assistant is responsible to the Finance Manager for the duties outlined below in accordance with Catholic Regional College Caroline Springs policies and procedures. The role of the Finance Manager consistent with the College Mission Statement is to assist in the management of the College's finances in an efficient and timely manner.

The Finance Assistant will record and reconcile diverse payment structures, while also facilitating seamless banking reconciliation on a daily basis. The Finance Assistant will collaborate closely with families to ensure adherence to the College's Fee Policy, alongside fostering effective communication with the Finance Manager.

The Finance Manager will actively participate in the implementation of the College Vision and Mission Statement and be guided by the College motto of *Live Fully Act Justly*.

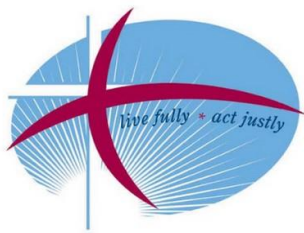
Statement of Duties

- Post fee payments by recording cash, cheques, and credit card transaction and daily banking reconciliation.
- Assist with the collection of fees in line with the College's Fee Policy, including liaising with families regarding allowances and concessions, and liaising with the Finance Manager.
- Assist the Finance Manager with CSEF applications.
- Assist the Finance Manager by processing surveys and reports as requested by Catholic Education Melbourne, State and Commonwealth Government departments.
- Assist with input and maintenance of all computerised accounting, school fee records and direct debits.
- Undertake other duties as requested by the Principal, Deputy Principals, Finance Manager, or the Business Manager.

Child Safety

Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety.

- Assist in the provision of a child-safe environment for students.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing



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- Have a clear understanding of Ministerial Order 870 on Child Safety as it relates to the College's Code of Conduct, policies, procedures, and practice.
- Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety.
- Provide students with a child-safe environment.
- Uphold a zero-tolerance attitude towards child abuse.
- Ensure cultural safety for Aboriginal children and children from culturally and/or linguistically diverse backgrounds.
- Provide a safe and accessible environment for children with a disability.
- Implement strategies that promote a healthy and positive learning environment.

Professional Development

- Commit to ongoing professional development in your area of work.
- Be open to researching areas of interest relevant to directions provided in the school's strategic plan.
- Continue development of ICT skills as technologies evolve.
- Be an active member of a relevant professional association as duties permit.

General Duties

- Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.
- Attend school meetings and after school services/assemblies, sporting events, mass, community and faith days as required by the Principal.
- Demonstrate and collegiate relationships with colleagues.
- Other duties as directed by the Principal or his delegate.

Key Selection Criteria

- Excellent interpersonal skills, with demonstrated ability to build rapport and interact effectively at all levels within an organisation.
- Excellent oral and written communication skills, with the ability to cater to different audiences.
- Highly developed initiative and ability to think strategically.
- Capacity to operate effectively in both individual and team environments, with capacity to balance competing priorities.
- High level experience with operations and events in school environments.

Essential

- A minimum of three to five years' experience in accounts payable and receivable functions;
- Excellent knowledge and experience with Microsoft Office suite or computerised accounting packages

Desirable Other

- First Aid Workplace Level 2 certification
- Experience with Synergetic financial management system



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Skills/Attributes

- Formal qualifications in the Accounting field will be highly regarded.
- Excellent interpersonal and communication skills, including ability to communicate with children, parents, and the school community in a professional manner.
- Attention to detail and high level of accuracy.
- Ability to develop and maintain strong working relationships with key stakeholders.
- Empathy and cultural awareness
- Discretion and an ability to maintain confidentiality.



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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, and the Principal may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the College.