

Finance Officer: Accounts Receivable

Position Overview

As the first point of contact with families, students, colleagues and visitors, administration staff play a key role in ensuring that the College is a place of welcome, hospitality, care and compassion. In all interactions, and in their day-to-day work with the school community, they exemplify the College motto, *love one another as I have loved you*, and College values such as respect, understanding and justice.

The Finance Officer: Accounts Receivable is responsible for the collection and processing of fees and charges, and assists with interviewing families in relation to CSEF and fee relief.

The Finance Officer: Accounts Receivable reports directly to the Finance Manager.

Statement of Duties

School Fees and Charges	• Preparing, customising and distributing fee statements and charges. • Establishing payment methods with families. • Collecting and processing payment of fees and charges. • Generate and distribute periodic debtor fee statements. • Processing weekly, fortnightly, monthly, term and ad hoc payment arrangements (credit card, direct debit, Centrelink and Net Banking) • Finalising accounts for exiting students and setting up accounts for new debtors. • Assist the Finance Manager in interviewing families for fee relief. • Process CSEF claims and payments. • Collecting and accurately accounting for all monies received including fees, levies, fundraising, canteen and for other school activities.
Banking	• Ensuring all monies collected are balanced each day. • Complete all processes associated with receipting payments and banking. • Oversight and processing of CDF pay transactions, including weekly reconciliations. • Process credit card arrangements. • Communicate and record dishonoured payments.
Communication	• Respond to fee enquiries. • Assist in following up overdue accounts. • Ensure that discussions regarding overdue accounts are noted in the debtor file.
Office Duties	The Finance Officer: Accounts Receivable will assist with general reception and front office duties.

	This will include ensuring that students, families, visitors, contractors and deliveries are attended to promptly, with a warm sense of welcome and informatively. More specifically, this will involve but is not limited to: • Greeting, signing in and directing visitors. • Answering incoming calls, redirecting calls, taking and distributing messages. • Receiving and directing deliveries. • Ensuring sign in / sign out procedures for students, staff, visitors and contractors, in line with College Child Safety policies. • Overseeing student arrival and departure procedures through reception, including late comers in the morning. • Making PA announcements. • Administering First Aid. • Monitoring students who present to the sick bay. • Contacting parents when necessary. At times of administration staff absence or high pressure in the administration area, the Finance Officer: Accounts Receivable, may also be asked to assist with but not limited to: • Providing general clerical assistance such as photocopying, filing and archiving. • Assisting with student attendance recording and management.
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
Professional Development	• Commit to ongoing professional development in your area of work • Continue development of ICT skills as technologies evolve
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 professional and collegiate relationships with colleagues • Other duties as directed by the Principal

SELECTION CRITERIA

Commitment to	• A demonstrated understanding of the ethos of a Catholic school and its
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Catholic Education	mission
Commitment to Child Safety	• Experience working with children • A demonstrated understanding of child safety • A demonstrated understanding of appropriate behaviours when engaging with children • Be a suitable person to engage in child-connected work • Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check
Education and Experience	Essential: • Demonstrated experience in accounts receivable processing. • Proven ability to use financial systems and windows based application. • Highly developed understanding of contemporary accounts receivable practices and obligations. • Proven track record in building positive relationships. • Ability to problem solve and to respond to queries in a timely manner. • Current Working with Children Check • Current First Aid Certificate
	Desirable Other: • Experience in working in a school (secondary) environment. • Experience with Synergetic
Skills and Attributes	• Strong interpersonal skills, professional presentation and manner. • Ability to demonstrate a high level of compassion and understanding in working with families and fee collection. • Ability to work in a highly organised and systematic way and to make time sensitive decisions. • Well-developed written and verbal communication, including attention to detail and high-level proofreading and editing skills. • Ability to develop and maintain strong working relationships. • Proficient ICT skills including the Microsoft suite of programs. • Ability to work with people from diverse cultures with empathy and cultural sensitivity.

Remuneration:

Educational Support Staff: ES 3.1 – ES 3.6 Category B

Time Fraction:

0.6 FTE (Three days per week) 8.00am – 4.00pm.