Son Centre Christian School Ltd

Job Title: Finance Administrator
Reporting To: Principal
Performance: Review Period: 3 months

Position Description

Location: Son Centre Christian College, Aerodrome Road, Swan Hill

Salary and Conditions:
Independent Schools Victoria – Educational Services (Schools) General Staff Award 2010.
Level – dependent on experience and qualifications.
Full-time salary to be allocated on a pro-rata basis on hours worked part-time.

Hours of duty: 14 hours per week (0.37), for 42 weeks of the year (generally term time) plus 4 weeks annual leave (paid pro-rata over a 52 week period – 0.88). It is expected that the hours will be worked over two days a week with the hours worked during the day to be negotiated with the Principal and Board. Total hours worked per week to be reviewed on a regular basis – dependent on anticipated workload.

Review: A probationary period will apply for three months. Staff are required to undertake annual performance reviews. Duties and conditions may be reviewed from time to time.

Position Objective:

The position is responsible for the financial support to the college, which at present has an annual budget of approximately $700,000.

Accountability:

The successful applicant is accountable to the Principal and will work closely with the College Board Treasurer. Advisors from the College’s affiliate organisations are also available for support and advice.
Statement of Duties:

• Reception/Manage front office
  • Answering all enquiries (by phone and at reception)
  • Liaising and developing and maintaining effective channels of
    communication with students, parents, staff, College Board,
    visitors, auditors, insurance brokers, suppliers, tradesmen and
    other college’s including Bursars & Business Managers

• Personal assistant to the Principal
  • Under the direction of the Principal assist in undertaking
    college administrative duties
  • Other duties as directed by the Principal

• Office administration in support of school management
  • Maintain up-to-date documentation of all College Policy &
    procedures
  • Manage and maintain safely the college’s administrative and
    financial records
  • Assist the Board Secretary in the preparation and distribution of
    Board Agendas, Minutes and correspondence and the keeping
    of Board records

• Responsible for financial functions including
  • Overseeing all transactions
  • Preparation of Fee accounts
  • Fee concession arrangements
  • Fee arrears follow up
  • Payment of accounts
  • Oversee loan accounts and manage repayments
  • Process Purchase Orders
  • Maintenance of the assets register

• Maintain accounting procedures
  • Manage the college’s cash flow and reconciliation to bank
    balances
  • Manage financial records on college’s computerised financial
    package (MYOB)
  • Prepare finance reports to the Board
  • Attend Board meetings when required to report on financial
    matters
  • Prepare end of year reports to auditing stage and liaise with
    auditor where required.
• Meeting Government regulatory bodies requirements
  • Financial Questionnaire
  • Census
  • GST / BAS
  • Annual Company Returns
  • Compliancy Reports
  • Camps, Sports and Excursion Funding (CSEF)
  • Conveyance Allowance
  • Keeping abreast of all non-educational government regulations affecting schools
  • Attend Professional development sessions various locations around the state

• Administer Personnel procedures
  • Keeping abreast of Awards
  • Administering all Awards governing salary / wages and conditions of service
  • Payment of salaries, superannuation, taxation and work cover
  • Keeping employer records of each employee re tax, superannuation, long service leave and sick leave

• Adhering to the Son Centre Christian College Privacy Policy

• Attend staff devotions and where necessary staff-related meetings

• Together with the Principal, foster healthy school / parent and school / community relationships and promote the concept of Christian Schooling throughout the community.

Child Safety
Son Centre Christian College is committed to child safety. We have zero tolerance of child abuse. The Board, Principal, staff, volunteers and contractors at Son Centre Christian College are required to abide by the Child Safety Code of Conduct. Our robust human resources, recruitment and vetting practices are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out working with children, police records and reference checks (as we see fit) to ensure that we are recruiting the right people.
Work Based Attributes:

- Proficient in, or have the ability to be proficient in:
  - Typing
  - MS Office Suite, Outlook, MYOB
- Hold a current driver’s licence

Personal Attributes:

The Financial Administrator must:

- Personal agreement with the stated Vision, Mission and Philosophy of the College
- Demonstrated personal commitment to the Christian ethos and values of the College
- Be able to show initiative and judgement in potentially complex, confidential situations
- The ability to be discreet and maintain confidentiality
- Be able to manage conflicting priorities and deliver quality outcomes
- Be able to work in a team situation
- Have a pleasant, cheerful and approachable nature
- Love children and be able to relate to them
- Be able to work to deadlines
- Have a willingness to display a sense of humour

Key Selection Criteria:

1. Demonstrated Christian commitment and agreement with the Son Centre Christian College Philosophy.
2. An understanding of the need to work collaboratively with parents, students, College Board, college staff and members of the wider community in order to establish productive partnerships and achieve educational objectives.
3. Demonstrated administrative and processing skills and an ability to operate independently and/or with limited supervision.
4. Proven financial skills in the management of the financial accountability of a small to medium enterprise, including the use of computerised financial packages
5. Possession of good interpersonal, written and oral communication skills.
6. Ability to work with all members of the college community (teachers, parents, students, visitors) both individually and as a member of a team.
7. Sound clerical skills with a demonstrated knowledge of computer applications including word processing, spreadsheets and data-bases.
8. Possession of other desired work related and personal attributes.
Notes:
All applicants must provide a completed application form, supply a curriculum vitae (detailing education and work experience), and provide a statement of claims against the above selection criteria.

It is a condition of employment for all staff of Son Centre Christian College to provide evidence of a recent Working With Children Check.