



## POSITION DESCRIPTION

**POSITION:** Administration Officer – Finance

**STATUS:** Full-time; Term time

**REPORTS TO:** Business Manager

**DATE:** April 2024

**CLASSIFICATION:** School Officer Level 4

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### **Purpose of the Position**

The Administration Officer – Finance works under limited supervision of the Business Manager, performing financial and administrative functions associated with accurate and timely billing of all debtors, receipting, banking, bank reconciliations and debt management for the College.

### **Qualifications/Requirements of the Position**

#### **Requirements of the Role:**

To fulfil the role, a person must hold and maintain a current Queensland Working with Children Clearance (Blue Card).

#### **Qualifications of the Role:**

No formal qualification is required.

### **Factors of the Position**

#### **Knowledge Application:**

- Practical and procedural knowledge across a technical or specialist area.
- Organisational, procedural or policy knowledge.
- Sound understanding of relevant statutory, regulatory and policy frameworks in order to draw conclusions,
- interpret and apply guidance material and resolve recurring problems.

#### **Accountability:**

- Accountable for planning own work goals and priorities that align with and achieve own and team/group outcomes.
- Responsible for the accuracy and timeliness of advice provided in relation to an area of responsibility and awareness of the impact of emerging issues on activities.
- Accountable for the achievement of own results which contribute to team/group goals

#### **Scope & Complexity:**

- Work is moderately complex to complex in nature and relates to a range of activities.
- What needs to be done involves using available information however options are not always evident.
- Interpretation, analysis and some judgements are required to select an appropriate course of action

### **Guidance:**

- Works under limited direction and is guided by policies, accepted standards and precedents/organisational practice.
- The work involves using discretion and initiative over a broad area of activity with autonomy and accountability in interpreting policy and applying practices and procedures with some scope in modifying practices and procedures where necessary.
- Expected results are less tightly defined and there is discretion about how they are best achieved.
- Work produced requires little or no revision before finalisation.

### **Decision Making:**

- Decisions concern a variety of matters, affect own work area and may affect another work area.
- Decisions require evaluative judgement and may involve tailoring work methods, interpreting and adapting existing procedures and practices to achieve results.
- Information and advice are provided, possibly suggesting a course of action, which is taken into consideration by other decision makers.
- The position may have significant impact in regard to work area objectives and activities and may impact on other work areas in the short to medium term

### **Problem Solving:**

- Work generally involves straightforward, well defined tasks.
- Problems are similar and are generally solved by reference to clear procedures and past experience, or by referral to others.
- Some initiative is required in completing still largely procedural tasks, for example in responding to varying circumstances.
- Creating and making minor changes to standard procedures and methods may be necessary.

### **Contacts & Relationships:**

- Communicate with and provide information and advice to a range of stakeholders/others.
- Liaise with stakeholders/others and assist to resolve moderately complex issues.
- Provide quality advice to stakeholders/others and deliver a responsive service within area of expertise.
- Represent the work area at internal and external meetings and conferences.

### **Negotiation & Co-Operation:**

- Deal with complex and contentious matters requiring persuasion and sensitivity.
- Required to communicate and negotiate with stakeholders/others under limited direction, to minimise oppositions and maximise acceptance and cooperation.

### **Management Responsibility/Resource Management:**

- Some limited supervisory responsibility or coordination of others' work.
- Assist in the training of new or less experienced colleagues.
- Provide advice and guidance on procedural matters.
- Responsible for organising task allocation and checking quality of work.
- Some direct responsibility for resources. Provides a direct service in the administration of resources which may include verifying and reconciling payments and invoices in accordance with established guidelines and procedures

### **Typical duties:**

#### **Billing**

- Prepare and process student billing each year, as required
- adjust parent accounts for students exiting the College
- send Account statements at the end of each Term

- maintain accurate records of accounts receivable and the general ledger using TASS integrated computer system

### **Debt Management**

- effectively communicate with debtors regarding billing issues, terms of account, outstanding balances
- prepare and document payment plans, direct debit arrangements & Centre-pay arrangements and related documentation for parents/carers
- review outstanding Debtors and in consultation with Business Manager initiate appropriate action and paperwork guided by the College Debt Management policy
- accurately record summary of conversations with parents and relevant action items in TASS

### **Receipting**

- maintain security of cash
- process and reconcile daily taking for delivery to the bank
- process periodic credit card and EFTPOS payments
- upload electronic receipts file from Diocesan Development Fund, into TASS on a weekly basis
- count money and balance with reference to relevant documentation

### **Bank reconciliations**

- prepare bank reconciliation statements of College Bank Accounts;
- research and process bank charges, dishonoured payments and unknown deposits
- prepare reconciliations for various Asset and Liability general ledger accounts
- prepare credit card spreadsheets from paper-based documentation, reconcile with credit card statement and follow up staff for missing supporting documentation.

### **Journals**

- Review vehicle log-book entries and allocate cost via journal entry to relevant Department each month
- Allocate printing and photocopying costs to subject budgets via journal entry each month
- Convert credit card spreadsheet to CSV format and upload to TASS each month
- prepare general ledger journals for authorisation of management
- process electronic journals using Microsoft Excel and TASS
- post in TASS, the financial transactions at the end of each working day;

### **Support and Advice to parents/carers**

- respond to requests for information in both verbal and written form
- liaise with staff and student's family where some discretion and judgement are required
- using a variety of negotiating techniques which achieve results without producing any ill-will or damaging relationships
- contribute ideas and share information based on the knowledge of the position, to future development of College procedures and implementation of TASS functionality
- assist with the administration of applications for Concessions and Scholarships as directed by the Business Manager
- communicate with other staff and parents to obtain necessary information to perform accurate processing of financial transactions
- prepare of Government and Statutory Authority returns for authorisation by management
- prepare and processing adhoc financial transactions
- contribute to the effective and efficient operation of finance and administration team functions and cooperating with the implementation of changes to procedures in accordance with considered decisions of the Business Manager

## **Other**

- maintain financial records to satisfy internal control requirements by ensuring College policies and procedures are followed;
- maintain student fee records and student trust accounts and producing regular and ad hoc reporting requirements using TASS and Microsoft Excel;
- maintain accurate records of sundry debtors by preparing sundry invoices in word documents and follow-up payment of such
- collect data and prepare statistics for State and Commonwealth Government agencies as required;
- assist other Administration and Finance Team members (including the College Uniform Shop) with workflow in the event of absence of another team member, closing deadlines or peak workloads;
- compile financial information as requested by the Business Manager
- liaise with other Finance and Administration Team members to facilitate the timely completion of end of month and end of year financial processing
- perform general archiving activities to keep financial records related to this role, in accordance with statutory retention guidelines
- review fee accounts of students intending to participate in non-compulsory excursions to assess eligibility to attend as per College Tours & Excursions Policy
- practise confidentiality in relation to all aspects of the role

## **General Terms of Appointment**

- Be supportive of the Catholic ethos of the school.
- Support the Strategic Plan and the School Improvement Plan.
- Take full responsibility for compliance with the Staff Code of Conduct.
- Take full responsibility for compliance with all school policies and procedures.
- Comply with all requirements of St Ursula's College Student Protection Policy and Procedures.

Given the dynamic environment in which the College operates, the Principal may alter the roles and responsibilities of this position at her discretion, in order to most effectively serve the needs of the College.