



# Position Description

<b>Position Title</b>	Finance Administration Officer
<b>Organisation</b>	Catholic Education Sandhurst Limited (CES Ltd)
<b>School</b>	St Mel's Shepparton
<b>Location</b>	35 Hamilton St Shepparton
<b>Enterprise Agreement</b>	Victorian Catholic Education Multi-Enterprise Agreement 2018
<b>Classification</b>	Education Support Officer - Category B (Level 3)
<b>FTE</b>	FTE 0.85 (Part Time 32 hours per week – possibility of additional hours at times)
<b>Status</b>	Ongoing (commencing January 2022)
<b>Reports to</b>	Principal

## Our Organisation

Catholic Education Sandhurst Limited (CES Ltd) is committed to the mission of Catholic Education across the Diocese of Sandhurst. With a rich history dating back to 1853 the Diocese reaches from Central to Northwest Victoria. The organisation supports more than 3000 employees in 52 schools and 2 early childhood facilities. It also provides support to 4 secondary colleges owned and operated by Religious Institutes.

CES Ltd participates and cooperates in the work of the Catholic Education Commission of Victoria Ltd (CECV), which has key responsibilities for the allocation and distribution of government funding, facilitating cooperation across the four Victorian Dioceses, and in working and cooperating with government statutory authorities.

The Executive Director of Catholic Education Sandhurst acts as Chief Executive Officer for the Board of CES Ltd and within its delegated schedule for the organisational, administrative, support and service matters related to Catholic schools within the Diocese.

The Executive Director of Catholic Education Sandhurst and all delegations via that position operate within the parameters of Canon Law and the Catholic Church structures and processes. CES Ltd is the employing authority for its schools and acknowledges and respects the role of Parish Priests within the Parish communities in which schools are located and supported.

## Our Vision

The vision for CES Ltd is to provide, in partnership with our families, stimulating, enriching, liberating, and nurturing learning environments in each of the Catholic school communities within the Diocese. At the heart of this vision is our commitment to the ongoing duty of care that we have for the safety, wellbeing and inclusion of all children and young people.

We believe:

- That the values of the Gospel are central to who we are, what we do, and how we act
- That we have a vital role in the mission of the Catholic Church to imagine and seek new horizons while respecting our Tradition
- That a strong sense of community is dependent on the quality of our collegial relationships
- That each person's potential is fostered through the dedicated ministry of Catholic Education
- In leadership encompassing vision, innovation, and empowerment

## Our Values

CES Ltd Values underpin and reflect the behaviours we expect of our staff:

### Principles of Catholic Social Teaching

The identity of the Sandhurst Catholic School reflects the principles of Catholic social teaching, grounded in the person of Jesus, and interpreted and enacted for the "common good" in response to the "signs of the times".

These principles require that the dignity and potential of each person be fully respected within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school

### Respect

Respect for the dignity and potential of each person within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school

### Partnerships

The Sandhurst Catholic Schools do not function in isolation. In attending to the religious dimension of education, the most fundamental partnerships are those with parents/guardians and with local Catholic faith communities. The school is part of the wider Church community

### Faith

The tasks of evangelisation, catechesis and religious education are shared by home, school and parish, with each having its own distinct contribution to make in a sense of genuine partnership.

## School Summary

St Mel's Catholic School is a welcoming, diverse, and rewarding place to work with an enrolment of 258 students where the community embraces people from all cultural and linguistical backgrounds.

St Mel's provides challenging and meaningful learning experiences. With our motto 'Christ our Light' we are empowered to be the best we can and encourage everyone to shine to their potential.

St Mel's is a Catholic community promoting excellence in education and living the ideals of Strength and Kindliness in the tradition of the Mercy Sisters.

St Mel's strives to:

- Build a community illuminated by our Catholic Tradition and grounded in the teachings of Jesus Christ.
- Nurture the spirit, mind, and body of each learner.
- Create learning environments that invite learners to inquire, explore and discover.
- Embrace all families working in partnership with parish and community to engage in lifelong learning.
- Rejoice in the diversity of our community and celebrate its uniqueness.

Shepparton is a vibrant community with a growing population and many opportunities for families to strive.

At St Mel's Primary School we aspire to provide an excellent education in an atmosphere that is nurturing, inclusive and caring. Founded in 1957, today St Mel's is a thriving school providing quality, affordable education for all families in the city of Greater Shepparton. Valuing kindness, respect and strong relationships, St Mel's is proud to be in partnership with the Shepparton Community.

## Position Summary

The primary purpose of this position will be to assist with the day-to-day administration functions of the school, including financial functions, payroll coordination, supporting school staff and St Mel's Learners wellbeing.

This position requires the ability to analyse financial data, as well as handle multiple tasks daily. It requires an individual who has strong attention to detail and excellent administration skills.

## Key Responsibilities

### End to End Payroll Processing

- Comply with the timelines and reporting requirements to efficiently administer process and maintain the school's payroll system in a timely and accurate manner.
- Undertake fortnightly payroll processing in the Payroll system.
- Ensure payroll records are accurate and maintained and that employees are paid on time, correctly, and entitlements are paid and recorded according to legislation, awards, policies, best practice, and legislative requirements.

	<ul style="list-style-type: none"> <li>• Process leave requests and calculate manual calculations as required.</li> <li>• Ensure all super contributions, union fees and salary packaging payments are forwarded to the appropriate funds on a monthly basis.</li> <li>• Maintain the Personnel Record System.</li> <li>• Provide accurate financial reports regarding staffing when required.</li> <li>• Prepare annual STP Finalisation.</li> <li>• Complete the annual FBT return.</li> <li>• Assist the Principal in the preparation of staff contracts</li> <li>• Process Workcover claims under the direction of the Principal as required.</li> <li>• Enter new employee onboarding documentation into the payroll system and other systems as required.</li> <li>• Advise staff and the Principal of the employment conditions and liaise with CES Ltd People and Culture department for advice as required.</li> <li>• Liaise with CES Ltd Office Finance department for advice regarding the Payroll System as required.</li> </ul>
<p><b>Finance Management</b></p>	<ul style="list-style-type: none"> <li>• Assist the Principal in the Financial Management of the school.</li> <li>• Maintain an adequate internal control system to ensure that the school operates in an orderly, efficient and cost effective manner.</li> <li>• Ensure all financial transactions are supported by adequate documentation and are recorded correctly and authorized by appropriately delegated staff.</li> <li>• Ensure all transaction are recorded in the financial year in which they are paid or receipted.</li> <li>• Ensure the safe keeping of assets and records is established and maintained.</li> <li>• Establish and maintain a chart of accounts as per DEEWR and CECV requirements.</li> <li>• Report and update the current financial position of the school including, but not limited to, expenditure, budget variance, bank balances, reports, fee collection, current deadlines and any current issues. This includes attending the School Advisory Committee Meetings, when required.</li> <li>• Assist in the preparation of grants applications for the school.</li> <li>• Assist in the preparation, as required by the Principal of the annual operating budgets and AFS and monitor actual performance against the budget throughout the year.</li> </ul>

<b>Debtors/Creditor Processing</b>	<ul style="list-style-type: none"> <li>• Action the school procedures in the collection and raising of school fees and charges, and ensure that all transactions relating to these matters are properly recorded. Decisions regarding outstanding fees are to be referred to the Principal.</li> <li>• Prepare invoices for fees and other accounts receivable in a timely manner, distribute fee statements monthly.</li> <li>• Assist Principal with following up families by letter, phone, email, SMS or text regarding fee payment election and non payment of fees.</li> <li>• Receipt all grant monies to correct general ledger accounts and GST codes.</li> <li>• Receive and receipt monies payable to the school and follow prompt (daily or at least bi-weekly) banking procedures.</li> <li>• Prepare creditor payments and other accounts payable and present invoices to the Principal for authorisation in a timely manner before the due date.</li> <li>• Reimburse staff for authorized purchases within one week of each receipt.</li> <li>• Ensure that written approval/authorisation is given by the Principal prior to any financial transaction being instigated that involves the staff member, his/her family members or personal friends.</li> </ul>
<b>Purchasing</b>	<ul style="list-style-type: none"> <li>• Organise the purchase of supplies for the school.</li> <li>• Ensure a purchase order is raised for all purchases of supplies as per ordering procedures.</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>• Provide informed and friendly customer service to all students and parents/guardians.</li> <li>• Answer and respond to telephone calls at front desk.</li> <li>• Leave messages for students and staff promptly.</li> <li>• Respond to any queries regarding payments made in a timely manner and escalate any issues as required.</li> <li>• Welcoming and attending to visitors, parents, staff and students in a respectful and positive manner.</li> <li>• Maintain school records.</li> <li>• Provide first aid and attend to ill students, as required.</li> </ul>
<b>Bank Reconciliation</b>	<ul style="list-style-type: none"> <li>• Prepare the monthly bank reconciliations and Business Activity Statements (BAS).</li> <li>• Account for loans, trust funds, leases and bank accounts, etc.</li> </ul>
<b>Other Accounting Processes</b>	<ul style="list-style-type: none"> <li>• Assist the Principal in ensuring that the appropriate and accurate insurance covers are in place at all times.</li> </ul>

<p><b>Other</b></p>	<ul style="list-style-type: none"> <li>• Maintain a tidy and welcoming workspace.</li> <li>• Attend and participate in staff meetings when required.</li> <li>• Carry out all other duties that are within the limits of the skill, ability, competence, and training of the employee, and aligned with the requirements of the role as may be directed from time to time.</li> </ul>
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## Mandatory Responsibilities and Requirements

### Compliance with CES Ltd Policies and Procedures

- All CES Ltd policies and procedures are available in either CompliSpace and/or the Staff Portal. It is expected that all employees of CES Ltd must ensure that they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breaches in compliance may result in disciplinary action.

### Compliance with Occupational Health and Safety

- All CES Ltd employees have a responsibility to take reasonable care of their own health and safety along with the safety of others. In addition, it is expected that all employees comply with policies, safe work procedures, instructions, and rules of CES Ltd's OH&S Management System, including requirements to report any health, safety or wellbeing issues as well as eliminate hazards, follow instructions, and participate in training and consultation processes. You will also be required to provide evidence of your current First Aid and Anaphylaxis training prior to commencing employment with CES Ltd.

### Compliance with Child Safety Legislation

- CES Ltd is committed to creating and maintaining a child safe school environment in which all students feel safe and are safe. They do this by promoting the safety, wellbeing, and inclusion of all children. All CES Ltd employees have a responsibility to comply with current Child Safety legislation. This includes keeping up to date with relevant mandatory reporting requirements and maintaining a valid working with children check. CES Ltd are committed to ensuring the safety of children in our care, as such rigorous reference and background checks are conducted at the pre-employment stage. All staff are also expected to comply with the Child Safety Code of Conduct as amended or varied from time to time.

## Key Selection Criteria

Essential	<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Experience in an administration, payroll, accounting, or other financial support role.</li> <li>• Experience and competence in using accounting and/or payroll systems.</li> <li>• High level ability to analyse and interpret financial data.</li> </ul>
	<b>Qualifications and Registrations</b>	<ul style="list-style-type: none"> <li>• Certificate IV or above in Business, Accounting, Human Resources or similar field.</li> <li>• Current valid working with children check.</li> <li>• Satisfactory national police record check.</li> <li>• As per the determination of the Victorian Chief Health Officer; all staff who work in schools are required to be fully vaccinated by <b>29 November 2021</b> unless a medical exemption applies, and will be required to provide evidence of their vaccination status.</li> </ul>
	<b>Commitment to Catholic Mission</b>	<ul style="list-style-type: none"> <li>• Demonstrated commitment to Catholic Education and Catholic Identity along with an understanding and willingness to work within the Catholic ethos, traditions, and practices of the Diocese of Sandhurst.</li> </ul>
	<b>Commitment to Child Safety</b>	<ul style="list-style-type: none"> <li>• Willing to undergo or provide a current and satisfactory working with Children Check and National Police Check.</li> <li>• Assist in the provision of a child safe environment for students.</li> </ul>
	<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• Excellent analytical and time management skills.</li> <li>• Highly developed interpersonal and communication skills including ability to communicate with children, parents, and the school community.</li> <li>• Sound organisational and administrative skills including strong attention to detail.</li> <li>• Proven capacity to work independently and demonstrate self-motivation.</li> <li>• High level problem solving and decision-making skills.</li> <li>• Highly developed word processing and computer skills including a high degree of proficiency within the Microsoft Suite including Microsoft Word, Excel, PowerPoint, and Google applications.</li> <li>• Proven ability to maintain high levels of confidentiality while exercising judgment, sensitivity, and discretion.</li> </ul>

<b>Desirable</b>	<b>Knowledge and Experience</b>	<ul style="list-style-type: none"><li>• Knowledge and or interpretation of Enterprise Agreements.</li><li>• Experience in using Technology One and Synergetic; business systems which are used in the school's Integrated Catholic Online Network (ICON) and / or other Finance / Payroll systems.</li><li>• Demonstrated understanding and experience in financial management and or payroll processes.</li><li>• Knowledge of payroll legislation and compliance including the interpretation and application of legislation and employment awards and compliance.</li></ul>
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