

ROLE DESCRIPTION & EMPLOYEE SPECIFICATIONS

Finance Officer – Debtors

Our Mission:	With Christ at our centre we equip our students to become flourishing, knowledgeable and compassionate people who enrich the lives of others with a servant heart.
Culture:	The College fosters a culture that is community focussed, relational, nurturing, inclusive and gracious suggest
Position Title:	Finance Officer – Debtors
Position Classification:	Lutheran Schools Officer – Finance Stream Grade 4 Lutheran Schools NT Collective Agreement 2021
Tenure:	Permanent
Hours of Work:	Full-time (38 hours per week with 6 weeks annual leave + 4 weeks leave loading)
Working Relationships:	<ul style="list-style-type: none"> Responsible to the Principal though the Director of Business Operations, with day-to-day line management by the Finance Manager Works closely with the Finance Manager, other Finance Officers, Principal, Director of Business Operations, Director of Development, Registrar and Administration Staff. Professional interaction with Good Shepherd Lutheran College students, staff, parents & guardians, volunteers, visitors and suppliers.
Special Conditions:	<ul style="list-style-type: none"> All staff must hold a current NT Working with Children Clearance (Ochre Card). The successful applicant will need to provide a satisfactory recent National Police Check prior to commencement. Inherent physical requirements of adequate strength, mobility, vision and hearing to perform duties.

Role Description

Position Summary

The Finance Officer has a diverse role across finance and administration functions of the College.

The Finance Officer's primary objective is to ensure the College's accounting records are maintained accurately and in a timely manner, specifically in relation to income. This position has a key focus on the debtors' function, and, subject to business operational needs, may assist with or be responsible for other tasks such as general ledger reconciliations, payroll and Early Learning Centre (ELC) requirements.

This position is critical to the efficient functioning of the school, and the successful candidate will be responsible for ensuring that these finance tasks are performed to a high standard. The College Finance Officer must be organised, efficient, and possess excellent communication and interpersonal skills.

Key Responsibility Areas (KRAs)

The Finance Officer will actively contribute to the accurate and timely reporting, maintenance and integrity of the College's financial records through the following activities:

Debtor Management Including Fee Processing

- Manage end to end fee processing and records management including PaySMART.
- College fees issued in line with procedures.
- Establish, maintain and monitor split billing and special fee arrangements.
- Generate fees for new enrolments in line with procedures.
- Process exit enrolments promptly and accurately in line with the Enrolment Policy.
- Respond to fee enquiries promptly.
- Monitor and manage Family accounts.
- Fee Collection policy is adhered to and accounts not in good standing are followed up promptly.
- Accounts with special arrangements have been approved by the Director of Business.
- Monthly debtor reports are provided to the Finance Manager/Director of Business.

Receipting, Invoicing and Bank Reconciliation

- Process receipts and direct deposits daily.
- Calculate charges for facility hire and outstanding payments followed up.
- Process journal entries as required.
- Complete bank reconciliation as required.

General Duties

- Apply expertise and recommendations of financial actions by analysing transactions.
- Assist with external reporting and project acquittals.
- Implement process improvements.
- Develop procedure documentation for work and activity functions.
- Develop expertise in the financial systems.
- Actively participate in projects including software implementation.
- Adhoc analysis and reporting.
- Systematic electronic filing/archiving of all documents as per procedures.
- Other tasks as delegated.

The Finance Officer may also be responsible for, or contribute to, the following, subject to business operational needs:

- Accounts Payable functions.
- Staff inductions and training in relation to college financial procedures.
- ELC compliance, reporting and financial systems.

Employee Specifications

Educational & Qualifications

- Relevant tertiary qualification or equivalent experience.
- Minimum 2 years' recent and relevant experience.
- Minimum intermediate Excel experience.

Experience & Knowledge

- Demonstrated bookkeeping/accounting experience and a strong understanding of accounting principles.
- Demonstrated experience in debtor management.
- Experience in financial systems, ideally TASS (or similar).
- A sound working knowledge of MS Office suite.
- Experience working in an education setting (desirable).

Skills & Abilities

- Capacity to support the implementation of pastoral, curricular and extracurricular programs in line with the College Vision, Mission and Values underpinning the delivery of a Christian based education to students in the College community. Demonstrating values and integrity that aligns with the College's objectives.
- Excellent attention to detail and administratively efficient with a hands-on approach to financial data processing.
- Efficient multi-tasker with demonstrated ability to carry out responsibilities accurately and meet deadlines.
- Exceptional personal standards of honesty, enthusiasm and professionalism.
- Demonstrated ability to work independently in an organised manner and take initiative to solve problems and improve processes.
- Demonstrated ability to work well in a team and display respect and empathy.
- Effective verbal, written and interpersonal communication skills.
- An ability to adapt to a dynamic and changing working environment including the innate ability to learn new systems and procedures whilst ensuring current data processing and integrity is maintained.
- Empathy but firmness with those who struggle financially.
- Willingness to attend and participate in office meeting and relevant professional development.
- Act with confidentiality at all times.