

## ROLE DESCRIPTION & EMPLOYEE SPECIFICATIONS

### Finance Officer – Early Learning Centres (ELCs)

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

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## Role Description

### Position Summary

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

The Finance Officer's primary objective is to support the College through managing day to day bookings and billing for the Early Learning Centres (ELC). To work closely with the Registrar in the admission process for students into the ELC, with the goal of ensuring full ELC enrolments across the College.

Working closely with the Finance Manager to ensure ELC fee collection and management is accurate and completed in a timely manner, specifically in relation to fee income. This position has a key focus on the Early

Learning Centres finance and administration, and, subject to business operational needs, may assist with or be responsible for other tasks such as debtors.

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

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### **Key Responsibility Areas (KRAs)**

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

#### **ELC Enrolment**

- Manage the internal enrolment process for ELC enrolments.
- Create maintain student and family records in both SPIKE and TASS in line with college procedures.
- Manage exit enrolments promptly and accurately in line with the Enrolment Policy.
- Enter daily booking changes and respond to booking and fee queries.
- Enter absences daily as per procedures.
- Daily attendance sheets and booking changes are provided to each Centre.

#### **ELC Fee Management**

- Process end-to-end ELC fee processing, receipting and records management.
- Process CCR and CCB entitlements.
- Generate fees for new enrolments in line with procedures.
- 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 reports are provided to the Finance Manager/Director of Business.

#### **General Duties**

- Government compliance and reporting 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.
- 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 Receivable functions including invoicing college fees, receipting, invoicing and bank reconciliations.
- Staff inductions and training in relation to college financial procedures.

## Employee Specifications

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### Educational & Qualifications

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

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### Experience & Knowledge

- Demonstrated knowledge of the Early Learning Centre sector framework, regulations, finance and compliance.
- Demonstrated bookkeeping/accounting experience and a strong understanding of accounting principles.
- Demonstrated experience in debtor management and policy implementation.
- Experience in CCMS software (desirable).
- Experience in financial systems, ideally TASS (or similar).
- A sound working knowledge of MS Office suite.
- Experience working in an education setting (desirable).

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### 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.