



FINANCE OFFICER

Emmaus Catholic Primary School

POSITION DESCRIPTION

POSITION TITLE:	Finance Officer
ACCOUNTABLE TO:	Principal
SALARY SCALE:	Administrative & Technical Officers
STATUS:	Permanent, Part-time 0.4 FTE
SALARY LEVEL:	Level 5
SALARY STEP:	Step 6
ACCREDITATION LEVEL:	Accreditation to Work in a Catholic School

ROLE: Emmaus Catholic Primary School is a new Catholic primary school in Dayton and will cater for 3K – Year 6 students starting in January 2023. We are seeking a suitably qualified and experienced Finance Officer with a dynamic skill set to be part of our team.

This position is primarily responsible for the financial processing, financial administration and financial management of the school. The role will provide information to support the decision making by the Principal to ensure ongoing financial viability of the school.

PRIMARY ACCOUNTABILITIES

- **Preparation and maintenance of school financial records including:**
 1. Prepare monthly bank reconciliations for all school bank accounts and term deposits. This includes the general bank account, fee receipting bank account, trading activity bank accounts and credit card.
 2. Prepare and lodge the monthly Business Activity Statement.
 3. Complete monthly reconciliations for balance sheet items including fixed assets, debtors, loans, leases, GST and miscellaneous clearing accounts.
 4. Generate and present monthly financial reports for review by the Principal including Statement of Income and Expenditure, Balance Sheet, Cash Flow Statement and associated documentation.
 5. Summarise and present monthly financial reports for review by the School Advisory Committee and/or Finance Committee including Statement of Income and Expenditure, Balance Sheet, Cash Flow Statement, and any other associated documentation.
 6. Maintain the school fixed asset register.
 7. Liaise with school leadership regarding applicable budget allocations and expenditure.
 8. Maintain CDF signatories, credit cards, ATO authorised contacts.
 9. Assist the Principal with financial management of capital projects and loans. Maintain project control sheets for capital works in progress, assist with completing building applications and completing loan applications.
 10. Prepare and lodge all annual insurance renewals with Catholic Church Insurance and ensure all policies meet the needs of the school.
 11. Lodge and oversee all insurance claims including workers compensation.

- **Complete financial compliance requirements including:**
 1. Prepare and upload requirements for the interim and final external financial audit process.
 2. Complete all end of financial year tasks and post balance day adjustment journals.
 3. Provide documents to assist with preparation of the financial reporting pack for audit.
 4. Complete the annual financial statement collection (AFS) and address Financial Questionnaire (FQ) issues as communicated.
 5. Complete State Government and Australian Government Census reports.
 6. Complete the Collection of Statistical Information (COSI) for CEWA.
 7. Prepare, monitor, and maintain the annual budget and complete a mid-year budget review.
 8. Prepare, monitor, and maintain the school's financial plan with five-year financial forecast in consultation with the Principal, School Advisory Council, and School Support Accountant.
 9. Assist with the preparation of Fringe Benefits Tax return data and submission of the return to CEWA Finance Team.
 10. Assist the Treasurer with the preparation of the financial presentation for the school's annual general meeting (if required).

- **Undertake the accounts receivable function for the school including:**
 1. Receive and receipt monies payable to the school, including P&F monies, ensuring appropriate cash handling and banking procedures are maintained.
 2. Bank all cash receipts in a timely manner.
 3. Generate all invoices including school fees, associated charges and sundry items.
 4. Prepare and maintain school fee direct debit schedules.
 5. Apply receipts to debtor accounts.
 6. Administer school fee concessions and discounts.
 7. Administer school fee collection, including record keeping of all meetings with families in regard to school fees and regular follow up with families in regard to outstanding school fee accounts.
 8. Administer school fee enrolment deposits and application fees (if applicable).

- **Undertake the accounts payable function for the school including:**
 1. Manage the procurement and purchase of supplies for the school.
 2. Pay supplier invoices in a timely manner and in accordance with payment terms.
 3. Process and pay Petty Cash reimbursements.
 4. Liaise with school leadership for the implementation and renewal of all school contracts (i.e. cleaning, IT, grounds and maintenance).

- **Assist with the administration of the payroll function for the school including:**
 1. Assist with the setting up and renewal of employee contracts.
 2. Process payroll journals as required, at least on a fortnightly basis.
 3. Process weekly casual relief payroll and reconcile.
 4. Understand the conditions of employment of staff and the current salary schedules.
 5. Update all staff licences and registrations (TRBWA & WWC).
 6. Reconcile staff leave requests through MyHR each term.

- **Undertake duties of the school office including:**
 1. Assist with providing informed and friendly customer service to all students and caregivers.
 2. Relief assistance at the school office when required.
 3. Other duties as directed by the Principal.

SHARED ACCOUNTABILITIES

Commitment to Child Safety

- Be familiar with the CEWA Child Safe Framework and its underpinning concepts.
- Undertake Child Protection Procedures and Mandatory Reporting training on an annual basis.
- Take a shared responsibility to ensure ongoing support for a child-safe culture within the Catholic Education system.

Commitment to the School's Key Initiatives

- Be familiar with the School's key initiatives and take action to contribute to their achievement.

Occupational Safety and Health

- Take a shared responsibility to ensure the safety and well-being of self and others within the workplace.
- Report any unsafe practices or equipment in accordance with procedures.

Community

- Promote and uphold CEWA as a diverse and inclusive employer.
- Contribute to the achievement of a positive and effective team and work environment.
- Provide active witness to the Code of Ethical Conduct.
- Commit to the objectives and ethos of Catholic Education.

Strategic Direction

- Be familiar with, and put into practice, the Catholic Education Commission of Western Australia Strategic Directions 2019 – 2023.