

Position Description



<i>Position:</i>	Finance Officer
<i>Reporting to:</i>	Finance Controller
<i>Type of Position:</i>	Permanent part-time (2 – 3 days per week)
<i>Review Date:</i>	November 2023

SUMMARY:

Bayside Christian College is a coeducational, ELC to Year 12 Christian College.

Bayside Christian College “exists to help parents equip their children for effective, God-glorifying lives as Christians in the world” (Constitution p. 8). It is therefore an inherent requirement of this non-teaching role that the holder is a committed Christian as demonstrated by consistent active and faithful attendance and service with a local Christian church. As the Human Resources Officer frequently interacts with staff and the wider College community during the course of employment, the role entails the direct modelling of the Christian faith, in word and deed, in our Christian learning community through such practices of faith as:

- Praying for the welfare of the College community, its students, parents and staff
- Participation in staff devotions, including leading such devotions from time-to-time
- Demonstrating the Lordship of Christ over all creation including education and work
- Respecting students, parents and staff as fellow image bearers of God and co-workers in His ongoing Kingdom purposes of restoring and redeeming His creation
- Where appropriate, supporting teachers in classes with the delivery of the teaching and learning process, consistent with Bayside’s Christian worldview perspective.

POSITION OVERVIEW:

The Finance Officer is responsible for the key finance and administration functions. The position has responsibility for accounts payable, accounts receivable, daily banking, credit card payments and superannuation payments. The position also provides front office assistance as required and covers the relief First aid officer role.

POSITION RESPONSIBILITIES:

Accounts Payable

- Data entry of all supplier invoices into Quickbooks and obtaining signatures and approval of expense authorisation forms
- Ensure payments to the GL Budget areas have been coded correctly
- Process the weekly payment run for electronic payments
- Ensure all records are up to date and filed appropriately and are complete for audit and tax review purposes
- Responsible for petty cash and organising other cash floats as required for staff and payments for umpires

- Create invoices for 12 schools of Bayside District Primary School Sport Association (BDPSSA)
- Arrange payments to BDPSSA's suppliers.

Accounts Receivable

- Processing of parent fees including, Direct debits, Credit Cards, EFTPOS, Cheque and cash payments
- Receipting, allocation and organising of billings for camps, Formals, Deb Ball, Fundraising, Productions, Mission Trips and excursion payments
- Receipting of all collected monies into correct GL Budgets.

Banking and credit card processing payments for Parent accounts

- Preparation of all monies for deposit at the Bank, including Fundraising, Camps, Mission Trips etc.
- Completing part of the Bank reconciliation in line with the area of responsibility and sound audit practice.

Superannuation

- Processing the monthly Superannuation payments, both online and cheque payments

Other

- Assisting at the Front desk as required and responsible for First Aid Relief
- Other duties as requested.

POSITION CRITERIA:

- A sound understanding of and commitment to the Christian mission and philosophy of the College and be an active member of the Christian church
- Exceptional interpersonal skills, with a helpful demeanour and ability to work as part of a team
- Good organisational ability, capacity to manage several concurrent tasks and excellent attention to detail
- A high standard of professionalism, confidentiality and integrity
- Displays initiative, flexibility, common sense and problem-solving ability
- Excellent time management skills with the ability to set priorities, meet deadlines, work efficiently, and capacity to perform under pressure
- Adherence to and acceptance of the College's Statement of Beliefs is an essential condition of employment.

REQUIRED QUALIFICATIONS / TRAINING:

- Solid experience in accounts payable and accounts receivable
- Experience in Quickbooks, Excel and Google platforms (essential)
- A high level of computer literacy skills

It is a requirement of this position that the College's Child Safety and Wellbeing Policy and Child Safety Code of Conduct are adhered to at all times. All staff and volunteers will need to demonstrate that they are familiar with the contents of the College's Child Safety and Wellbeing Policy and Child Safety Code of Conduct. This Position Description may change at the discretion of the Finance Controller or Business Manager; it is subject to annual review.