

# Financial Services Officer

## Position Description



<b>Employment Type:</b>	Permanent Full-time
<b>Normal Hours:</b>	37.5 hours per week; 48 weeks of the year (+ 4 weeks annual leave)
<b>Classification:</b>	Grade 3 of the Administration Stream; Business Support Classification of the St John's Enterprise Agreement 2023
<b>Area of Responsibility:</b>	Finance
<b>Position Location:</b>	Secondary School Campus, Gloucester Ave, Belair
<b>Responsible to:</b>	This position reports to the Financial Services Team Leader

### About St John's Grammar School

St John's Grammar School is an E – 12 Co-educational, Independent, Anglican School and is located in the hills at Belair, South Australia. St John's is structured into four sub-schools: The Early Learning Centre (3 and 4 Year Old Programs), Junior School (R-6), Middle School (Year 7-9) and Senior School (Year 10 – 12).

We offer a safe, nurturing, welcoming and positive environment for our students. Our long-term goal is to produce citizens who are articulate and confident young people with a social conscience, who can contribute to society and lead with tolerance and compassion for others as they live a thriving and meaningful life.

### Position Objective

The position of Financial Services Officer has tasks and duties that encompass the whole school. The position provides transactional finance (accounts payable, receivable and banking) and system support in response to the School's needs with regard to process, controls and business risk.

### Working Relationships

The Financial Services Officer reports to the Financial Services Team Leader and works closely with and/or is supported by the Finance Department and Administration staff.

This position is a key contact point for internal and external customers and will respond by providing effective solutions to a range of enquiries.

### Position Responsibilities:

Core duties and responsibilities revolve around quality outcomes in financial services and associated accounting and reconciliation as guided by School policy and current legislative requirements in one or more of the following key areas:

# Learning to Soar

Administer the end to end payment function through:

- Procurement of resources in liaison with key stakeholders.
- Oversight of the entire workflow process (managed through the electronic document management system) of:
  - Automated purchase order workflow and authorisations
  - Facilitate invoice input through to authorisation
  - Payment to suppliers
  - Train staff users in PO input and authorisation process.
- Establish and maintaining supplier relationships including answering all enquiries regarding outstanding supplier accounts.
- Ensuring compliance with GST legislation and ABN registration of suppliers.
- Reconciling supplier statements and taking appropriate action to follow-up and process any outstanding tax invoices and credits.
- Ensure all payments are correctly authorised and have appropriate supporting documentation such as statement by supplier, independent contractors agreement or tax compliant invoice.
- Ensuring vendor maintenance controls are adhered to.

Undertake Accounts Receivable duties within the School's policy framework, such as:

- General debt collection through negotiating the payment of outstanding fees or invoices whilst maintaining good relationships.
- Monitoring overdue accounts and liaise with debtors in line with the St John's Grammar School Fee Policy and procedure to recovery outstanding amounts.
- Extracting and analysing data in relation to debtors and creating reports to monitor aged debtor balances.
- Generation of invoices for the activities of the School.
- Assist with the administration of the electronic receipts for transactions against debtor accounts.
- Administering direct debit receipts for transactions against debtor accounts including ELC and OHSC.
- Investigate and respond to debtor enquiries in a timely manner.
- Investigate anomalies and prepare amendments and adjustments for review by the Financial Services Team Leader.

Administer the monthly corporate credit card facility including:

- ensuring appropriate documentation is received electronically.
- oversee the electronic reconciliation process.
- ensuring authorisation of statements per the Delegations of Authority.
- manage data export finance management system.
- reconciliation of transactions.
- changes to credit limits.

Administer the electronic staff reimbursement process by maintaining a weekly system of:

- Checking authorisations.
- Sighting receipts and verifying their adherence to the School's Procurement and WHS policies.
- reimbursement to individual bank accounts.
- Upholding GST protocols as prescribed by the ATO.

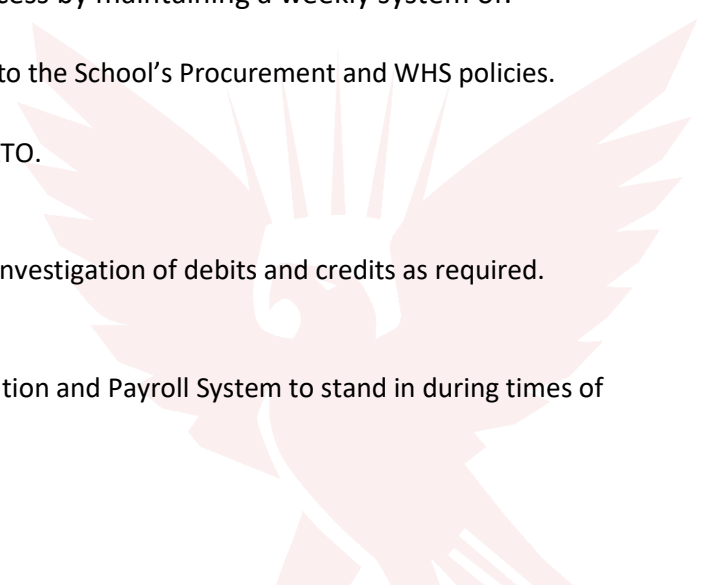
Banking

- Daily reconciliation of bank accounts including investigation of debits and credits as required.

Payroll

- Maintain understanding of employee remuneration and Payroll System to stand in during times of absence.

Other duties as required.



## **Candidate Profile**

### **Qualifications**

#### Essential

- Accounting/finance qualification or relevant experience in the areas of accounts receivable or accounts payable.
- Current First Aid Certificate, WWCC and Responding to Risk of Harm, Abuse and Neglect (RRHAN); if these are not current, the School will provide the resources to complete them.

#### Desirable

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### **Experience**

#### Essential

- Demonstrated knowledge, understanding and application of financial controls, payment security, debt collection techniques and general ledger accounts.
- Understanding of legal frameworks and legislation impacting on financial services such as Goods and Services Tax, Privacy and Payment Card Industry Security Standards.
- Demonstrated intermediate Excel skills including development of spreadsheets and formulas for the purposes of reconciliations.

#### Desirable

- Experience in a school administration environment.
- Knowledge of Synergetic.

### **Skills and Abilities**

- Committed to working as an engaged team member while simultaneously maintaining autonomous responsibilities.
  - Advanced Microsoft Office skills.
  - Committed to continuous improvement of current systems to enhance effectiveness of the School's administration.
  - Agile to comprehend instruction and respond appropriately in a fast paced environment.
  - Superior personal organisation and time management skills.
  - High level of customer service, teamwork and numerical skills with attention to detail.
  - Focused on developing positive working relationships with staff and all stakeholders in a team situation.
  - Effective communicator (especially verbally) with a wide range of stakeholders.
  - Skilled at explaining financial information to non-financial people.
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## Conditions of Employment

### Work Health and Safety

- Support the development and maintenance of a best practice WHS culture within the workplace.
- Adhere to safe work practices and encourage staff, colleagues and others on the work site to adhere to safe work practices.

### Legal and Policy Requirements

- Comply with all relevant policies and procedures.
- Improve systems of work and safe practices.
- Satisfy all position related employment requirements, including providing Registration details as required, completing medical assessments and police checks etc.
- Demonstrate commitment to the St John's Grammar School Code of Conduct.

### Performance and Training

- Participate in relevant compliance and other work related training and professional development as required.
  - Participate in an annual review of performance in the role and review of this Position Description.
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R Anderson

**PRINCIPAL**

St John's Grammar School

March 2024

