



Finance Assistant – Part-Time

(Option of full time for the right applicant)

Come and join our vibrant school, located in a growing NSW Regional Centre where lifestyle, affordability, and rich community are realities.

We are seeking an experienced, innovative, and qualified Finance Assistant for a part time position to commence as soon as possible.

About the role:

The successful applicant will provide support where required to the School Finance Department to facilitate the smooth operation of administrative and financial processes through the application of fit for purpose finance processes, practices, and systems. Reporting to the Head of Finance, the Finance Assistant will adhere to high standards of performance and the Mission, Values and Ethos of the school and be able to perform relevant administrative tasks, maintain accuracy in record keeping and collaborate with all key stakeholders when required.

Conditions of employment:

Award	<i>Independent Schools NSW (Support and Operational Staff) Multi Enterprise Agreement 2021</i>
Work Type	Part-time (Option of full time for the right applicant)
Hours	8.00am – 4.06pm
Days	Negotiable
Salary	Clerical Officer Level 2 Step 2.1
Location	Finance Office, 140 Brisbane Street, Tamworth NSW 2340

Benefits:

- Working in a Christian environment
- Positive work environment
- Staff wellbeing focus
- Professional learning and development programs

Closing date:

Applications close: 24th March 2024

How to apply:

Please apply through the Calrossy website (www.calrossy.nsw.edu.au) and complete the Employment Application Form found in the employment opportunities tab.

Your application should be comprised of:

1. One-page cover letter addressed to the Principal
2. Current resume
3. Responses to the selection criteria (please refer to the Position Description)
4. Please quote your current Working with Children's (WWC) check

Only applications received via the school's website will be considered. The school reserves the right to interview applications prior to the closing date. Only short-listed applications will be contacted by the School.

Preferred applicants must have the right to work in Australia and will be subject to employment screening.

Our School

Calrossy Anglican School is a leading Day and Boarding School located in Tamworth, a thriving regional centre in the North-West of NSW. It is a 'coeducational school with a difference', catering for approximately 1,050 girls and boys from Pre-School to Year 12. We have moved into our second century with a bold vision of quality Christian education for the young men and women of regional Australia, under the auspices of the Anglican Diocese of Armidale. Whilst a comprehensive school with an open enrolment policy, Calrossy has performed as the top academic school in North-West NSW in the past ten years, regularly achieving HSC results in the top echelon of schools in the state.

In 2021 we launched eCalrossy – a full time distance education program in which students utilise the benefits of live video conferencing to be in contact with their teachers and classmates for 100% of class time. Students also have 3 one-week residential sessions each year. Initially offered to just Year 7 students, this program has now expanded to cater for students in Years 5 to 9.

A stimulating learning environment

Calrossy is a forward-thinking school, creating innovative and modern environments that enhance student learning and fosters a passion and a culture of participation in all aspects of school life. There are a broad range of academic, sporting and cultural activities for Boarding and Day students, promoting success and engagement, both outside and within the classroom.

Well-known for our outstanding and distinctive approach to wellbeing, Calrossy is a place of belonging, in which every student's wellbeing is nurtured, catering for individual special needs and potential.

Calrossy operates on two campuses in Tamworth, with the Junior School and Years 7 – 9 located on the William Cowper Campus in North Tamworth and Years 10 -12 students learning at our Brisbane Street Campus in East Tamworth. Boarding facilities for both girls and boys are provided within the school and nearby. Calrossy operates Tangara Farm as a Trade Training Centre which is home to our renowned Agriculture and Primary Industries programs.

Our Vision and Mission

Calrossy Anglican School provides excellence in Christian Education and we seek to produce graduates who are creators of hope and change that matters.

Our school values are **Integrity, Resilience, Selflessness**, and **Inclusiveness**. Our operational values are **Integrity, Accountability, Empathy and Courage**.

Childsafe Organisation

As a Childsafe school, we are committed to high standards of care and practices to ensure the safety and protection of children. Every staff member must have a current **Working with Children Check** and is required to actively support our school as a safe learning environment.

Position Description

Position Title:	Finance Assistant
Responsible to:	Chief Operating Officer
Reports to:	Head of Finance
Key Stakeholders:	All internal and external stakeholders
Overview:	<p>The Finance Assistant provides support where required to the Schools Finance Department, to facilitate the smooth operation of administrative and financial processes through the application of fit for purpose finance processes, practices and systems and adherence to high standards of performance and the Mission, Values and Ethos of the school.</p> <p>Reporting to the Head of Finance, the Finance Assistant will be able to perform relevant clerical and administrative tasks set. Ensure the date and information provided is accurate and maintains its integrity, best practice in record keeping is applied and collaborates with all key stakeholders when required.</p>
Duties & Responsibilities:	<p><i>Role responsibilities</i></p> <p>A. Ethos</p> <ul style="list-style-type: none"> Actively support and promote the Christian ethos of Calrossy in a manner that is inclusive and sensitive to the life experiences of students, parents, and staff. At all times promote the School's Christian values in a practical and accessible way that promotes our mission to provide excellence in a Christian environment. <p>B. Accounts Receivable</p> <ul style="list-style-type: none"> Organise and file financial documents being compliant with school and government regulations Calculate fee estimates on an annual basis for the families who pay school fees weekly/fortnightly Daily receipting of any payments that have been made to Calrossy or Calrossy Preschool and ensure they are accurately allocated Banking of all monies held as required Utilise and follow the standard debtor's collection process Maintain up-to-date customer contact information in the debt collection system Ensure the accurate recording of conversational notes are updated in the school database When required, encourage debtors to utilise the school preferred payment methods and assist debtors in the use of those methods <p>C. Administration</p> <ul style="list-style-type: none"> Assist and provide general support to the Finance Office staff Carry out all general administration duties as directed by the Head of Department in line with the classification of the role Meet deadlines as set by the Head of Department <p>D. General</p> <ul style="list-style-type: none"> Participate in any in-house training programs, as well as other job specific training that is identified as required for this role description Participate and contribute to team meetings Participate in workplace change where required Follow all reasonable instructions and related duties as given by your supervisor or the Chief Operating Officer

Work, Health & Safety:	<p>In accordance with the Workplace Health & Safety Act 2021, Employees must:</p> <ul style="list-style-type: none"> • While at work take reasonable care for their own health and safety • Take reasonable care for the health and safety of others • Comply with any reasonable instruction from Calrossy • Follow defined WH&S policies and procedures of the school
	<p>Qualifications/Skills</p> <ul style="list-style-type: none"> • Certificate in bookkeeping, accounting, finance – desirable • Certificate in financial administration – desirable • Certificate/experience using Microsoft Office software including Word and Excel • Current Working with Children's Check • Strong organisational, multitasking, and detail-oriented abilities • Good cash handling skills • Excellent communication and interpersonal skills • Ability to work effectively in a team environment • Comply with the School Code of Conduct • Comply with lawful directions • Ability to manage time effectively
Selection Criteria	<p><i>These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate:</i></p> <p>SC1 Demonstrate experience of more than two (2) years in an Accounts Receivable role. Demonstrate a sound understanding and knowledge of general ledger operations including but not limited to receipting, money handling and Bank reconciliations.</p> <p>SC2 Demonstrated experience in the provision of high-quality customer service and support to key stakeholders.</p> <p>SC3 Demonstrated experience in the use of computer software and systems, specifically Excel and the Microsoft Platform and previous use of accounting systems software in the areas of Accounts Receivable.</p> <p>SC4 Demonstrate an understanding of and respect for Christian values and provide demonstrable support for the College's Christian ethos.</p>
Conditions of employment	<p>Award: <i>Independent Schools NSW (Support and Operational Staff) Multi Enterprise Agreement 2021</i></p> <p>Work Type - Part-time, - (option for full time for the right applicant)</p> <p>Hours - 8.00am – 4.06pm</p> <p>Days - Negotiable</p> <p>Salary - Clerical Officer, Level 2, Step 2.1</p> <p>Working condition - Based in the Finance Office, 140 Brisbane Street, Tamworth</p>
Location	<p>Calrossy Anglican School 140 Brisbane Street Po Box 1245 Tamworth NSW 2340 Ph (02) 5776 5100 admin@calrossy.nsw.edu.au</p>

Drafted/Reviewed: 12/03/2024

All applicants are expected to uphold the Christian ethos and support the Schools core values of **Integrity, Selflessness, Inclusiveness and Resilience**