



## **FINANCE OFFICER POSITION DESCRIPTION**

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**REPORTING TO:** Finance Manager / Business Manager

**CAMPUS:** Werribee / Melton

**TENURE:** Permanent Full Time

### **INTRODUCTION:**

Heathdale Christian College is a co-educational, day school with campuses at Werribee and Melton.

Staff are required to work and act in accordance of the Biblical principles and beliefs, as set out in the College Statement of Faith and Values. It is an inherent requirement that staff are supportive of and abide by the Christian foundations, Christian ethos and Christian practice of the College.

### **POSITION SUMMARY:**

Finance Officer is responsible for the operational financial matters of the College, including financial reporting, fees collection, rebates and providing accurate maintenance, coordination and monitoring of our payroll system, with providing effective, efficient and timely payroll function to meet the needs of the College.

### **KEY RELATIONSHIPS:**

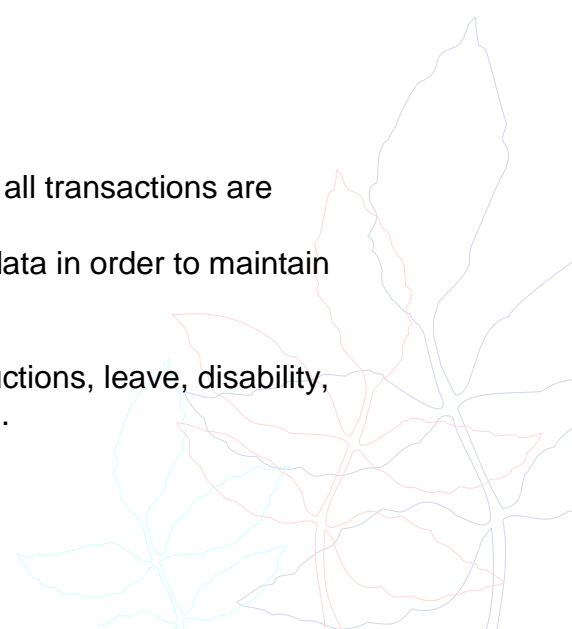
- Finance Manager
- Staff
- People & Compliance Assistant
- Accounts Team
- Manager People, Development & Engagement
- Business Manager
- External Providers

### **KEY RESPONSIBILITIES & DUTIES:**

#### **A. Key Tasks**

##### Payroll Duties

- Complete fortnight payroll process, ensuring all transactions are processed efficiently and correctly.
- Collect, calculate, and when required enter data in order to maintain and update payroll information.
- Process pay increases as required.
- Compile summaries of earnings, taxes, deductions, leave, disability, and non-taxable wages and reporting on this.



- Manage and submit fortnightly payroll liabilities including PAYG tax and salary packaging.
- Ensure workers compensation payments are calculated and paid correctly.
- Maintain current knowledge of all relevant legislation including awards, taxation, superannuation, industrial relations.
- Maintenance of all staff payroll records.
- Ensure that year end roll over is completed in a timely manner.
- Resolve payroll discrepancies.
- Maintaining payroll operations by following policies and procedures.
- Work closely with Finance Manager and Human Resources Managers.
- Ensure new starters are set up in our payroll system correctly.
- Complete termination quotes, as requested and terminate staff as required.
- Be solution focused and suggest process improvements to the current payroll process.
- As required, assist on any ad hoc payroll projects.
- Complete filing for Finance and HR as required.

#### Accounts

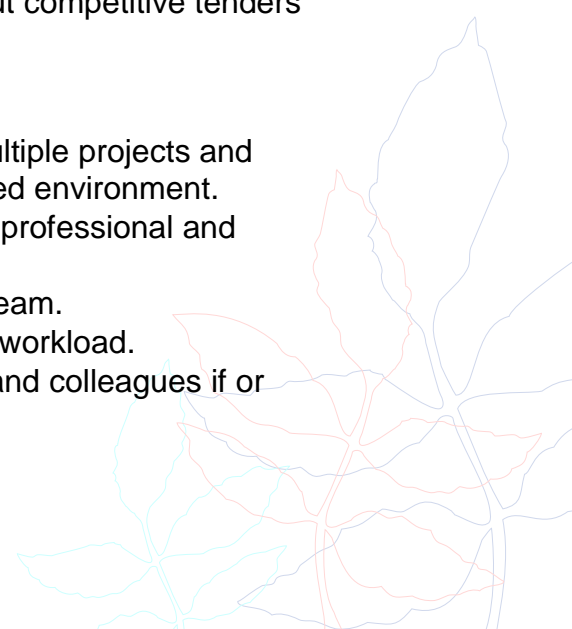
- As required, assist the Accounts team.
- Assist in following up debtors of families within the College.
- Provide management accounts and reports to the Finance Manager as required (usually monthly), including a written report highlighting any issues or variances requiring attention.
- Constant improvement in accounting systems including the development of Accounting Policies and Procedures Manual in conjunction with the Finance Manager and Finance team.
- General ledger processing of journals and monthly reconciliations of the trial balance.

#### Support Finance Manager

- As required, support the Finance Manager with financial information and or spreadsheets from the Payroll system.
- Developing ad hoc financial and operational reporting as needed.
- Assisting the Finance Manager in seeking out competitive tenders for procurement of requirements.

#### **B. Accountability**

- Ability to work under pressure to manage multiple projects and completing deadlines in a busy and fast paced environment.
- Demonstrate a high level of communication, professional and interpersonal skills when relating staff.
- Ability to work autonomously and/or part of team.
- Strong organisational skill in prioritising own workload.
- Provide assistance to other team members and colleagues if or when required





### **C. Child Safety**

The College has a zero tolerance of child abuse.

This position is responsible for taking all practical measures to ensure that Heathdale Christian College's Child Protection and Safety Policy, Procedure and Code of Conduct are implemented effectively, ensuring that a strong and sustainable child protection culture is maintained within the College.

We have established a series of Child Safety Policies, Procedures and a Code of Conduct for all employees, volunteers and contractors working with our students. This is aimed to protect children from abuse and embed a culture of child safety in the school environment. For more information please refer to the College website at <https://www.heathdale.vic.edu.au/about/policies/>

### **D. General and Administrative**

- Provide a calm and welcoming environment that leaves a positive impression of the College.
- Adhere to College policies, procedures and practices.
- Adhere to the College expectations regarding personal and professional presentation and dress.
- Attend and if required participate in daily staff devotions and relevant professional development days.
- Participate and attend staff meetings.

### **OTHER DUTIES:**

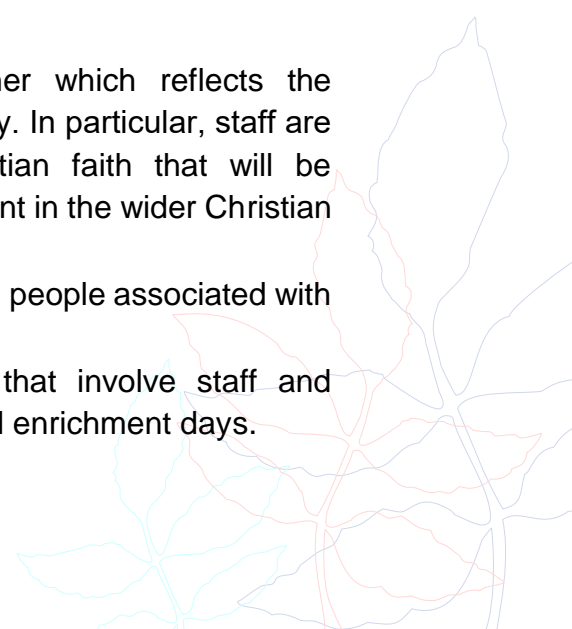
Any other assigned duties may be directed by the Business Manager / Finance Manager or their nominee as required and in consultation.

Display and have the ability to perform the tasks which are essential to perform job productively and to the required professional standard. The ability to work effectively in a team, ensuring safety and good work practices at all times.

### **COLLEGE EXPECTATIONS:**

All staff are expected to:

- Perform their responsibilities in a manner which reflects the College's mission, objectives and philosophy. In particular, staff are expected to role model an active Christian faith that will be demonstrated in part by an active involvement in the wider Christian Church.
- Be Christian role models and examples to all people associated with the College.
- Participate in leading College devotions that involve staff and students and attendance at the staff spiritual enrichment days.





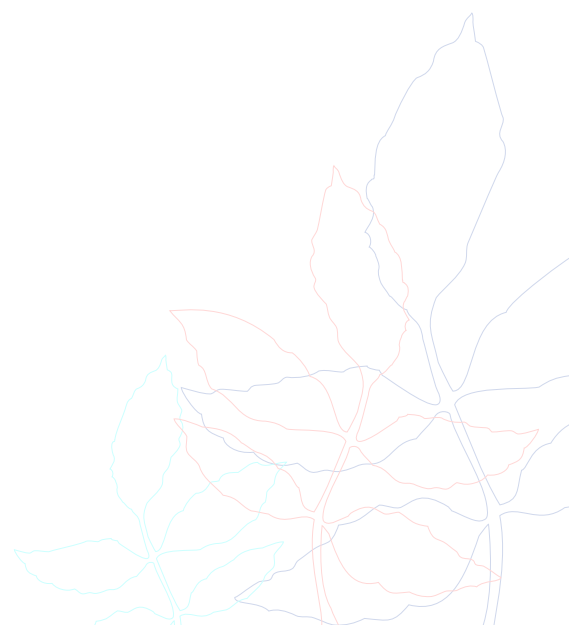
- Support the College's guidelines and policies.
- Perform your responsibilities in a manner which reflects and responds to continuous improvement.
- Contribute to the efficient and effective functioning of their team\ in order to meet organisational objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor.
- Perform your responsibilities in a manner which reflects the College's zero tolerance for child abuse and in accordance with the College's Child Safety policies.
- Familiarise themselves and comply with the relevant College policies including Occupational Health and Safety.

#### **REMUNERATION:**

The salary will reflect both qualification and experience.

#### **MINIMUM QUALIFICATIONS AND EXPERIENCE:**

- Previous payroll experience of maintaining 200+ staff is preferred
- Payroll in a school environment is desirable
- High computer-based knowledge, especially expert knowledge of excel knowledge, including short cut preferences and formatting of cells.
- Advantageous if worked in HRIS Aurion system
- Excellent written and verbal communication skillset
- Strong organisational skills
- Valid WWCC 'E' & Police Check



## ATTACHMENT 'A'

### Key Relationships defined:

WITH	PURPOSE	FORM
<b>Finance Manager</b>	<ul style="list-style-type: none"> <li>Work closely with the Finance Manager to understand the needs &amp; requirements of the Finance team</li> </ul>	Meeting regularly. Meetings will be organised and as required.
<b>Staff</b>	<ul style="list-style-type: none"> <li>Respond to staff in a timely manner on all payroll queries.</li> </ul>	Meeting on an 'as needs basis'
<b>People &amp; Compliance Assistant</b>	<ul style="list-style-type: none"> <li>As required, work with People &amp; Compliance Assistant to establish best practice and processes are completed for onboarding and separation of staff</li> </ul>	Meeting on an 'as needs basis'
<b>Accounts Team</b>	<ul style="list-style-type: none"> <li>As required work closely with the accounts team to provide assistance</li> </ul>	As required
<b>Manager People, Engagement &amp; Development</b>	<ul style="list-style-type: none"> <li>As required work with the Manager People, Engagement &amp; Development to improve or change processes</li> </ul>	As required



<b>Business Manager</b>	<ul style="list-style-type: none"><li>As required, assist the Business Manager on salary or financial reports</li></ul>	As required
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