

Finance Officer – Accounts Payable Position Description

Accountable to: Assistant Business Manager	Jobs reporting to this Position: Nil
Qualification/Experience: <ul style="list-style-type: none"> • Completed relevant studies and/or workplace experience • Demonstrated understanding of accounts payable function • Experience using a finance software package (Synergetic for Schools preferred) • High level administration, communication & interpersonal skills, including MS Office 	Working Relationships: Internal <ul style="list-style-type: none"> • Principal • Business Manager • Deputy Principals • Domain Leaders External <ul style="list-style-type: none"> • School Suppliers • Parents
Position Environment Mater Christi College is a Catholic secondary college for girls with over 1000 students including international students and over 100 staff, including 80 teaching staff.	Freedom to Act/Decision Making: <ul style="list-style-type: none"> • To perform the accounts payable function of the College in accordance with the policies and procedures of the Finance Department.
Classification Level: 4 School officer Category: C, 7 weeks School Holidays FTE: 0.65 Tenure: Maternity Leave - 1 year +	Team Membership: Finance
SPECIFIC AREAS OF RESPONSIBILITY <ol style="list-style-type: none"> 1. Coordinate the accounts payable function of the College, including coding & data entry of invoices, cheque and EFT payments and reconciliation of creditor statements 2. Process direct receipts and charges that appear on the daily bank statement. 3. Batch sundry cash received by the College and prepare for collection 4. Maintain the College petty cash, including reimbursements and reconciliation 5. Collate the College issued credit card expenditure and process the payment 6. Maintain the fixed asset register, including entering invoices & reconciling the asset register 7. Other appropriate tasks as directed. 	Other: <ol style="list-style-type: none"> 1. Follow direction from the School Executive and the College's policies & procedures 2. Acknowledge and act according to the Rule of St Benedict and Catholic ethos of the College. 3. Strive to employ best practice in line with current College policies whilst performing your job 4. Ensure compliance with College policies and applicable laws as advised 5. OH&S <ol style="list-style-type: none"> a. Ensure personal and team compliance with OH&S legislation, codes of practice, standards, policies, operating procedures and work instructions and be actively involved in Mater Christi College OH&S systems and procedures. b. Employees are required to take reasonable care of their own health safety and for the health and safety of others who may be affected by their acts or omissions.