

Finance Officer - Payroll 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 payroll function (School environment preferred) • 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 • Staff External <ul style="list-style-type: none"> • Catholic Education Office • Australian Taxation Office • 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 payroll function of the College in accordance with the policies and procedures of the Finance Department. • Liaise with the bus company to ensure efficient and effective transport operation.
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 payroll function of the College, including: <ol style="list-style-type: none"> a. Processing of fortnightly pays for both permanent and casual employees b. Processing leave applications and timesheets c. Maintaining employee records both paper and computer d. Responding to enquiries and assisting employees. 2. Calculation & remittance of fortnightly PAYG tax, other payroll deductions and monthly superannuation returns 3. Monthly reconciliation of payroll general ledger accounts 4. Maintain leave records on Catholic Education Commission of Victoria Network (CEVN) database 5. Annual preparation of PAYG summaries for all staff and lodgement with the Australian Taxation Office Finance Administration: <ol style="list-style-type: none"> 1. Liaise with families and suppliers for service provision for charter buses and my student account (online cash system) 2. 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.