



St Scholastica's College Position Description

Finance Officer

St Scholastica's College is a Catholic Girls' Day and Boarding School in the Good Samaritan tradition. The College is a diverse, Christ-centred, inclusive community which respects the dignity and individuality of each person within our multicultural community.

Our vision is to educate young women who, with justice and compassion, will make a difference in the world. To ensure that St Scholastica's College remains an educational institution of first choice for girls and young women.

Position: **Finance Officer**
Classification: Administration
Reporting to: Principal
Mode: On-going, full-time position

Role Purpose:

The Finance Officer is responsible for the day-to-day operations and will assist with the financial management of the College in accordance with College policies and legislative requirements.

Key Responsibilities:

- Ensure the financial functions of the College are performed in an efficient and timely manner as part of the finance team.

Key Duties:

- Prepare the Annual Budgets, cash flow forecasts and finance monitoring of performance.
- Preparation of monthly management reports.
- Preparation of monthly expenditure reports.
- Preparation of financial accounts for year-end auditing.
- Preparation of fortnightly Payroll.
- Assist with the preparation of financial models as required.
- Payment of accounts, payroll and the College's Superannuation obligations.
- Assist with the preparation of annual invoicing of families for school fees.
- Assist with the debt collection process, including liaison with parents and stakeholders.
- Assist and ensure accuracy of bank reconciliations.
- **Any other duties as directed by the Principal**

Essential:

- Active support of the ethos and mission of the College.
- CA or CPA qualified and experienced in accounting practices.
- Experience in the organisation and administration of financial activities.
- Experience with reconciliations and internal auditing.

- A demonstrated ability to implement systems and processes.
- Well-developed planning and organisational skills with the ability to meet deadlines.
- Strong analytical skills and efficient and effective use of technology.
- A demonstrated understanding and management of Risk Management processes.

Personal Attributes:

- Confident in engaging with parents.
- Demonstrates initiative, is self-motivated and practices accountability.
- To be supportive of the ethos and values of St Scholastica's College and willingness to be a part of the total life of the College.