



SIMONDS CATHOLIC COLLEGE

St Mary's Campus
273 Victoria Street,
West Melbourne 3003
Ph: 03 9321 9200

St Brigid's Campus
20 York Street,
Fitzroy North 3068
Ph: 03 9403 6800

www.sccmelb.catholic.edu.au

Administration Officer - Accounts Receivable (FTE 0.63) **ST BRIGID'S CAMPUS**

Overview:

The Administration Officer is one of the first points of contact for the College, providing courteous and efficient customer service and assisting in the administration of Simonds Catholic College. The major areas of responsibility include undertaking the function of accounts receivable processing, follow up of family fees, monthly reconciliations and provide other administration backup support. The position will be based at the St Brigid's Campus Fitzroy. However, you may be required on occasions to attend and work at the St Mary's Campus.

This position is classified under the Victorian Catholic Education Multi Enterprise Agreement 2018 as an Education Support Employee Category C (7 weeks leave). The level will be dependent on prior experience and skills. This is a part-time position (FTE .63) Monday to Thursday 8.00am to 3.30pm (28 hours per week).

Specific Duties:

- Preparation of fees and charges for all students.
- Collect payment of fees and charges and arrange receipts within the financial software.
- Maintain detailed family debtor records including agreed payment plans, EFT schedule, payment frequency and collection notes.
- Reconcile bank accounts as directed. Daily input of cash receipts and payments received via BPAY and direct credit.
- Provide administrative support to the Deputy Principals, Business Manager and assist with general office duties.
- Relieve on reception as required.

Application process:

Applicants should present a covering letter including the following:

- An outline of the reasons for your application for this position
- A response to the key selection criteria detailed within the position description.

Your covering letter should be no more than three pages.

Please include the following with your application:

- A detailed resume
- Names and contact details of three referees.

Applications are to be emailed to hrayner@sccmelb.catholic.edu.au by 4.00pm Tuesday 13 July 2021. (Please note only candidates required for an interview will be contacted after the initial email acknowledgement of the application for the position.)



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Simonds Catholic College is a Catholic school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS), where formation and education are based on the principles of Catholic doctrine.

This role description is written in light of the Mission and Vision Statements of the College. Our Vision is to develop confident, well-rounded young men who have hope for their future. The College is characterised by a strong set of values that underpin the way we live and work. We enact the College's values being Catholic Beliefs and Teachings, Inclusivity, Pastoral Programs, Fully Committed Teachers, Respectful Behaviour and Motivated Students.

Commitment to Ethos and Values

All staff in a Catholic school have an indispensable role to play in furthering the mission of the Church. It is expected of all employed in a Catholic school that they:

- Accept the Catholic educational philosophy of the school.
- Strive to help students to understand, accept and appreciate Catholic teaching and values.
- Avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church Community, in whose name they act.

Simonds Catholic College is a Child Safe School

Simonds Catholic College holds the care, the safety and wellbeing of its students to be at the core of all we do. The College is resolutely committed to ensuring that all staff of the College act in a manner that promotes the inherent dignity of each of our young men and their fundamental right to be respected and nurtured in a safe school environment. This commitment includes regular and appropriate learning opportunities in relation to child safety and young people's protection and wellbeing.

We also commit to listening to, and taking seriously, all concerns voiced by students, staff, parents and caregivers, volunteers, contractors and clergy. We commit to continuously reviewing and improving our systems to protect children from abuse.

Overview:

The Administration Officer has a key role to play in the good organisation and management of the College. The person has an empathy with the Catholic ethos of the College and actively supports and gives leadership in this area.

Key Section Criteria:

The Administration Officer is expected to exhibit the following qualities and competencies:

- A lively, multiskilled and practical team person.
- A firm belief in, and commitment to, the mission and vision and Core values of the College and an ability to articulate and promote these.
- Demonstrate good communication, planning, administration and finance skills.
- Experience in an accounts receivable role with sound finance reconciliation skills.
- Highly developed computer skills with experience in relevant software including Microsoft 365, Adobe, Synergetic, ICON and SIMON.
- Exhibit ongoing professional growth on a personal level and for the benefits of the College community, including participation in different Professional Learning activities that the College offers.
- Demonstrate an understanding of key priorities of the legal requirements surrounding child safety.

The Administration Officer reports to the Business Manager:

The position of Administration Officer – St Brigid's Campus is an important administrative position within the College. The role is supportive of the Catholic character of the College and actively supports the College Administration in their duties as required.

The role is significant in the administration of the College. The following are important:

- That because of the nature of the role, confidentiality in all matters is seen as highly significant.
- While there are the regular office hours it is an expectation from time to time that the nature of the role means that some duties may need to be organised outside of these hours.

While you will be located at St Brigid's Campus West Melbourne, you may be required on occasions to attend the St Mary's campus. You may also be directed in the future to perform work at St Mary's campus West Melbourne.

Specific Duties:

The Administration Officer is one of the first points of contact for the College, providing courteous and efficient customer service and assisting in the administration of Simonds Catholic College. The major areas of responsibility include undertaking the function of accounts receivable processing, follow up of family fees, monthly reconciliations and provide other administration backup support.

Invoicing:

- Preparation of fees and charges for all students.
- Invoicing of non – family debtors.
- Issuing of monthly statements.

Receipting fee and charges:

- Collect payment of fees and charges and arrange receipts within the financial software.
- Daily input of cash receipts and payments received via BPAY and direct credit.
- Process automatic Direct Debits and Schedule Credit card transactions.
- Prepare all daily cash and cheque deposits ready for banking.

Fee Collection:

- Closely monitoring of all family accounts to ensure the orderly collection of fees.
- Maintain detailed family debtor records including agreed payment plans, EFT schedule, payment frequency, status and collection notes.
- Liaise with the Senior Finance Officer, Business Manager and Principal on fee relief and debt collection action.
- Liaise with external debt collection providers as directed.

Banking:

- Reconcile bank accounts as directed. Daily input of cash receipts and payments received via BPAY and direct credit.
- Maintain the petty cash and make reimbursements as approved.

Other Finance Duties:

- Assist with the application for camps sports and excursions funding.
- Accounts payable data entry and responding to accounts payable queries.
- Complete purchase orders for authorization as requested.

☐ **Administration Duties:**

- Assistance with the administration of the Parent/Student/Teacher Interview processes through SIMON and the Parent assess portal.
- Update information on platforms for access by students, parents and staff.
- To work with the following information systems, SIMON, PAM, Synergetic and ICON.
- Supporting the data input of all new student enrolment information into Synergetic/ICON and the maintenance of family records
- To assist as required to enter student details into VASS system.
- Provide administrative support to the Deputy Principals, Business Manager and assist with general office duties.
- Assist in filing and maintaining archival processes, data and records.

☐ **Relief reception duties:**

- Answer the phone in a friendly and polite manner and assist with their queries.
- Operate and maintain the register and processes for student attendance and roll-marking using Synergetic and SIMON.
- Convey any student concerns to relevant staff: Principal, Deputy Principals, Student Wellbeing/Counsellor, Year Level Coordinators.
- To receive and distribute internal and external mail and responsibility for preparing outgoing mail.
- To arrange maintenance of the photocopiers and ensuring copier rooms are clean and tidy.
- All contractors, visitors are required to produce and hold a current Working with Children Check when entering the school. The Administration Officer is required to check visitors' WWCC and to maintain and update the WWCC register.
- Other duties as requested by Principal, Deputy Principal and Business Manager.

☐ **Relief First Aid:**

- The incumbent will be qualified as a Level 2 First Aid or prepared to be trained to that level.
- Attend to and monitor students who require first aid.
- Enter all sickbay incidents in SIMON.
- As a First Aid provider monitor medications required to be taken by students.
- Contact Parents/Guardian to collect students if they have been deemed to be sent home or require further medical attention.

Final Statement

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other tasks, not specifically stated. The position description may be modified in consultation with the incumbent from time to time, depending on the operational needs and requirements of the College.