



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 - Payroll/Accounts Payable (FTE 0.63) **ST MARY'S CAMPUS**

Overview:

The Administration Officer's major areas of responsibility include undertaking the function of payroll preparation and maintenance of human resources records, processing account payable, OHS administration and providing other administration backup support. The position will be based at the St Mary's Campus West Melbourne. However, you may be required on occasions to attend and work at the St Brigid's Campus North Fitzroy.

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) Tuesday to Thursday 10.00am to 4.30pm and Friday 9.30am to 3.30pm (28 hours per week).

Specific Duties:

- Preparation of fortnightly salaries, maintenance of staffing records and preparation of reports.
- Collect payment of fees and charges and arrange receipts within the financial software.
- OHS / WorkCover administration.
- Accounts payable data entry and responding to accounts payable queries.
- Reconcile bank accounts as directed.
- 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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Administration Officer

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ST MARY'S CAMPUS

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 Selection 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.
- Highly developed computer skills with experience in relevant software including Microsoft Office, Adobe InDesign, Synergetic, ICON and SIMON.
- An understanding of payroll related legislation and awards.
- Demonstrated payroll preparation experience.
- Experience in accounts payable processing.
- 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 Mary'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 Mary's Campus West Melbourne, you may be required on occasions to attend the St Brigid's campus. You may also be directed in the future to perform work from Brigid's Fitzroy North.

Specific Duties:

The Administration Officer – St Mary's Campus is the first point of contact for the College, providing courteous and efficient customer service and assisting in the administration of Simonds Catholic College by providing administration and finance support.

Payroll:

- Preparation of fortnightly salaries including:
 - Setting up of new employees.
 - Salary adjustments for overtime, allowances, changes to FTE part – time loads, Changes to incremental scales, fringe benefits details, termination payments etc.
 - Preparation of payroll related general journals.
 - Monthly reconciliation of payroll clearing accounts.
 - Annual reconciliation of payroll accounts.
 - Calculation of pro-rata leave and annual leave loading.
- Maintenance of Staffing records including information on:
 - Updating personal leave/annual Leave/Long Service Leave record system.
 - Prepare reports for internal and external as requested.
 - Completion of mid-year and annual reporting as required.
- Maintenance of superannuation records:
 - Preparation of superannuation monthly payments, membership documents, change of address details, salary sacrifice and other deductions and associated reporting.
- Maintenance of Long Service Records:
 - Preparation of all documentation relating to LSL.
 - Preparation of LSL reimbursement claims.
 - Timely updating of and reporting of LSL register.

OHS:

- Process WorkCover Claims
- Process incident reports to MACS and WorkSafe as directed.
- Prepare OHS reports as requested.

Accounts Payable:

- Accounts payable data entry and responding to accounts payable queries.
- Review and reconcile creditor statements.
- Complete purchase orders for authorization as requested.

Finance Duties:

- Collect payment of fees and charges and arrange receipts within the financial software.
- Prepare banking deposits as required.
- Maintain the petty cash and make reimbursements as approved.

☐ **Administration Duties:**

- Supporting the data input of all new student enrolment information into Synergetic/ICON and the maintenance of family records
- 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:**

- Liaise with students, staff and parents and the community in a calm and professional manner.
- Build and maintain positive relationships with staff, parents and students.
- Operate and maintain the register and processes for student attendance and roll-marking using Synergetic and SIMON.
- As directed update information on platforms for access by students, parents and staff.
- Answer the phone in a friendly and polite manner and assist callers with their queries.
- 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 responsible 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.