

OVERVIEW

The Finance Officer - Payroll/Accounts Payable'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 Finance Officer has a key role to play in the good organisation and management of the College.

This position is classified under the Victorian Catholic Education Multi Enterprise Agreement 2022 as an Education Support Employee Category C Level 3 (7 weeks leave). This is a part-time position (FTE .64) Monday to Thursday 10.00am to 4.30pm (48.64 hours per fortnight).

Due to 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.

The Finance Officer reports to the Business Manager.

Specific Duties The Finance Officer – Payroll/Accounts Payable is a point of contact for the College, providing courteous and efficient customer service and assisting in the administration of Simonds Catholic College by providing finance support and administration. Specific duties include:

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.

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.
- Support and back up other Finance Functions.

OHS

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

Other

- The Finance Officer would also provide support for front office administration duties, including reception tasks and general administrative assistance as required.
- Other duties as requested by Principal, Deputy Principal and Business Manager.

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.

KEY SELECTION CRITERIA

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

- An energetic individual with diverse skills and a proactive team orientated mindset
- Demonstrate good communication, planning, administration and finance skills.
- Advanced computer skills, demonstrated through experience with relevant software like Microsoft Office, Synergetic, ICON, and SIMON, as well as a proven ability to quickly learn and adapt to new software.
- An understanding of payroll related legislation and awards.
- Demonstrated payroll preparation experience.
- Experience in accounts payable processing.
- An understanding of other financial duties.
- Demonstrate an understanding of key priorities of the legal requirements surrounding child safety.