POSITION DESCRIPTION

POSITION: Administration Employee - Finance

REPORTS TO: The School Principal or Nominee

CLASSIFICATION: SO Level 6

EMPLOYEE NAME: 

STATUS: Full-time or Term Time

CLASSIFICATION: St Patrick’s College

Purpose of Position:
To manage the financial responsibilities of the College and provide strategic planning and advice to the Principal and senior Administration Team

Key Characteristics:

Skills: Facilitate effective communication with staff, students, parents and visitors in a way that enhances the College image and contributes to the goals of Catholic Education
Demonstrate a capacity for tact and discretion and an ability to maintain confidentiality
Self-directed development and application of professional knowledge with substantial depth in some areas
Significant discretion and judgement are required in planning, design, professional, technical or supervisory functions related to services, operations or processes for self and/or others
Apply a broad range of professional skills to roles and functions in both varied and highly specific contexts
A proportion of competencies involve complex, specialized or professional functions

Competencies are normally used independently and are substantially non-routine with initiative being exercised in the application of professional practices

Supervision: Work will be carried out under broad guidance
Work is usually measured in terms of achievement of stated objectives to agreed standards
Supervision at this level is related to task methodology and work practices
May involve a level of autonomy in accordance with a broad plan or budget strategy

Supervision of Others:
May have responsibility for the supervision and monitoring of the work of others and of workflow in the area of responsibility
Leadership and development of teams and responsibility for outcomes may be required
Supervision and training of subordinate staff may be involved

Qualifications: Relevant formal qualifications at degree level are required

Typical Duties:
Typical duties performed include, but are not limited to:
- Practise confidentiality in relation to all aspects of the role
- Operate and be responsible for an autonomous section and all its operations
- Provide professional advice to staff and students in the officer's area of expertise
- Monitor and analyse regular management information, such as staffing and financial resource usage; ensure that associated information systems are maintained and that regular reports are provided to management
- Provide financial, policy, or planning advice which may include providing reports, statistical surveys and advice on regulations and procedures
- Monitor expenditure against a budget at a College level, draft financial forecasts/budgets at organizational level and/or prepare complex financial reports
- Administer programs with a range of tasks such as advice on financial implications, interpretation of information, assistance and advice concerning complex issues
- Prepare correspondence which is complex, original and which initiates or responds to new cases or situations
Formulate procedural policies and guidelines in the employee’s area of responsibility; submit recommendations for decision and prepare supporting statements as necessary

Direct and support employees reporting to the position in policies to be followed, methods to be used and standards to be observed

Advise and prepare the College budget in conjunction with the Principal

Provide executive support to Principals and senior management

Provide advice or make recommendations requiring detailed knowledge of policies, and/or the interpretation of rules or regulations within established guidelines, relating to a major function of the organizational work areas

Supervise staff including participation in induction, training, review, counselling and appraisal and providing feedback on performance

Develop systems and procedures for implementation in accordance with College policy

Provide financial, policy and planning advice and investigate, interpret or evaluate information for the guidance of staff or clients

**Specific Duties:**

**Finance:**

- Follow up on College fees accounts in arrears by telephone, personal interview or letter
- Where necessary conduct confidential and diplomatic interviews with parents involving assessment of their financial affairs for the purpose of making recommendations to the Principal in respect of applications for College fee concessions
- Where appropriate negotiate arrangements with parents for the payment of fees by instalments including the establishment of direct debit fee payment systems
- Issue Final Notices in respect of unpaid fees
- Refer outstanding accounts to the college’s Debt Collection Agency and liaise with the agency on the taking of further action including the implementation of legal processes of debt recovery.
- Prepare the College Budget in conjunction with the Principal
- Prepare monthly Financial Reports to progressively monitor the Budget
- Liaise with the Principal and Heads of Departments on the progressive state of their budgets including the provision of reports and professional advice
- Manage the Purchasing Policy of the College
- Monitor the arrangements for insurance of the assets of the college and ensure preparation of appropriate insurance claims
- Carry out Balance Day Adjustments to General Ledger Accounts
- Prepare monthly and annual Financial Statements: Trial Balance, Profit & Loss and Balance Sheet
- Prepare Financial Reports, Proposals, Submissions and professional advice to the Principal
- Prepare Financial Reports and other Financial and Statistical information for the Diocesan Catholic Education Office and other outside bodies
- Manage the activities and work output of the Assistant Finance Officer and any other staff involved in the operations of the Finance Department of the College
- Ensure Government supplied funds are being spent and allocated as per government requirements.
- Perform and lodge acquittals
- Liaise with the Principal regarding large purchases/purchases of a capital nature and advise their financial implications
- Perform analysis on competing capital projects and report findings to the Principal
- Investigate Lease/Buy scenarios with respect to attaining capital items in line with the present and future requirements of the College
- Manage the income and expenditure for College property via appointed Real Estate Agent
- Prepare and submit:
  - Departmental Budgets for internal reporting
  - Monthly financial reporting to the Principal and the Diocesan Catholic Education Office
  - Other reports as required by the Principal or the DCEO
- Maintain Staff Attendance Records
- Instigate and process insurance claims
- Complete Government returns by collecting and analysing student and financial data
- Liaise with Parents and Friends Association executive regarding the collection and allocation of P&F Association funds
- Ensure all college property has adequate insurance coverage; liaise with Catholic Church Insurances Ltd staff regarding College insurance policy and compliance with the provisions of the policy; process all College insurance claims

I acknowledge that I have sighted and been provided a copy of this Position Description.

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<th>Employee Name (Please Print)</th>
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