



Position Information Document

Education Support Officer (ESO) Finance Officer

NAME:

POSITION TITLE: ESO – Finance Officer-Accounts Receivable

STREAM: Administration

GRADE: Grade 3 Year 1

EMPLOYMENT: 2 Year fixed tenure/position

HOURS PER WEEK: 37.5 hours per week *(with a 30 minute unpaid lunch break)*

TIME SPAN: 8:30am to 4:30pm Monday to Friday

WEEKS PER YEAR: 45 weeks

FRACTION OF TIME: 0.93FTE

DATES: 27 May 2024 to 22 May 2026

Employment conditions in accordance with the South Australian Catholic Schools Enterprise Agreement 2020 (as amended or replaced)

1. BROAD PURPOSE

The Finance Officer works as part of the Finance Team, providing financial and administrative support to staff, students, families and the community. They are responsible for the accounts receivable function across the College which includes managing family and sundry Accounts Receivable and ensuring finances are well managed and maintained in an effective, accurate and up to date manner.

The Finance Officer is required to support and contribute to the Catholic Identity, Mission and Vision of Our Lady of the Sacred Heart College. They are to be cognisant of the guiding principles of the CESA (Catholic Education SA) Live, Learn, and Lead (LLL) Framework which outlines key capabilities, knowledge, and dispositions that enable young people to contribute to society and enjoy meaningful and spiritually enriched lives. The non-teaching staff fulfil a vital role in supporting the successful operations of the College. All ESO staff are encouraged to participate fully in the life of the College and to support activities, events, and functions.

2. REPORTING RELATIONSHIP

(to whom the employee reports, staff for whom the employee is responsible and other connections and working relationships in and outside the school)

- Principal
- Business Manager

Working Relationships

Internal	External
Principal	Department of Education
Business Manager	Catholic Education SA (CESA)
OLSH College Leadership	Catholic Development Fund
Staff, Students, and Families	

3. KEY RESPONSIBILITIES

Responsibilities include, but are not limited to:

Billing

- Generate annual billing for all families at the beginning of each year and prorate fees for any new students who commence during the year.
- Responsible for all billing of international students fees during the year.
- Responsible for calculating the final payment for students departing the College.
- Undertake all billing for suppliers and non-family customers.
- Ensure adequate records are kept and filed for all billing runs.
- Assist in updating annual billing information provided to families.

Fee Collections / Debtor Management

- Be the first point of contact for families and caregivers in relation to school fees and accounts.
- Undertake proactive, continuous debt recovery contact with families liaising via telephone, electronic and mail communication methods to facilitate prompt payment and payment plans arranged for overdue accounts.
- Liaise and meet with families to negotiate fee support in line with College guidelines.
- Ensure receipting for all accounts receivable accounts are maintained with current balances.
- Set up and adjust when required direct debits, credit card and Centrelink payments with families and liaise with the appropriate external agency as required.
- Maintain data entry of the Accounts Receivable to ensure accurate accounts are sent at the end of each month.
- Process and reconcile all families fee adjustments including sibling, early payment, scholarship, school card and other during the year.
- Contribute as required to the College newsletter with finance information to families to support fee collections.
- Manage the collection and processing of all aspects of the School Card applications on behalf of students and families, working closely with them and the School card section to ensure timelines for submission are met.
- Follow up the collection of overdue sundry Accounts Receivable.

- Report regularly to the Business Manager and Principal regarding the status of outstanding debts and measures being taken to work with families for payment.
- Regularly review the Accounts Receivable ageing reports and provide recommendations to the Business Manager for accounts to be referred to debt recovery or are irrecoverable.
- Identify opportunities for process improvement and implement measures that continually improve the operations of the debt management function.
- Assist the Business Manager with preparation of information and submission of accounts that have been referred to the debt collection agency.
- Maintain accurate Account Receivable accounts and records both electronically and paper based.
- At the end of the financial year, provide the Business Manager with a list of doubtful debts which need to be provided for.

Cash Management

- Ensure any receipts are recorded in a timely manner including non-family funds.
- Reconcile and report on specific College activities as directed eg CARITAS Project Compassion, ensuring payment is made to relevant party in a timely manner.
- Provide backup receipting help for the Front Office and regular receipting during school holidays.
- Be responsible for receipting, safe keeping and balancing of monies paid directly to the College, including the banking of these monies at the Bank.
- Prepare bank deposits weekly and arrange banking in a timely manner.

General Finance

- Maintain the College lock program including the issuing and return of locks each year.
- Assist in the preparation of documentation and reconciliation of College bank accounts, clearing accounts and subsidiary operations.
- Maintain the College key register, assisting with keys for new staff, replacement keys and exiting staff.
- Reconcile the new clothing supplier invoices each month, recognise commission and ensure payment is made to supplier within the first week of the following month.
- Perform account reconciliation entries as required.
- Manage the College's petty cash system ensuring there are sufficient funds available at all times.
- Assist the Business Manager reporting requirements including audit during the year.
- Assist with the lodgement of the Business Activity Statement each month.
- Assist the Business Manager with bank reconciliations when required.
- Assist with month end and year end closing.
- Assist the Finance Team with other finance, payroll and administrative functions as required.
- Provide administrative support to the Business Manager as required.

Other

- Assist with Front Office phone duties on working days when required.
- Liaise with staff to present and uphold a positive image of the College.
- Assist with the internal archiving process.
- Flexibility in attitude towards work schedules and requirements including being available to work additional or changed hours when requested and as agreed prior.
- Perform any other duties as required from time to time by the Principal (or delegate).

4. PROFESSIONAL RESPONSIBILITIES

- Have a commitment to uphold and contribute to the ethos of Catholic schools.
- A commitment to uphold and contribute to the charism of Our Lady of the Sacred Heart College.
- Always promote and speak well of Our Lady of the Sacred Heart College and its staff addressing any personal concerns with the Principal, as required.
- Understand the employer's requirements and act in accordance with South Australian Commission for Catholic Schools (SACCS) and the College's policies, guidelines, and procedures.
- Perform responsibilities in a manner which reflects and responds to continuous improvement.
- Demonstrate high professional standards and present an appropriate image in line with the College's Staff Dress Code.

5. PROFESSIONAL SPECIFICATIONS

Essential

- Be flexible, adaptable, resourceful, reliable, and innovative in all aspects of the work.
- Excellent telephone manner.
- Develop, harness, and maintain excellent relationships and outstanding interpersonal skills with all stakeholders (internal and external) of varying backgrounds, including an open and friendly disposition.
- Possess the ability to work independently with minimum supervision and within a team collaboratively to meet objectives.
- Complete tasks accurately and demonstrating attention to detail.
- Effectively multi-task, prioritise, meet deadlines, and delegates where appropriate.
- High level of time management skills.
- Ensure privacy guidelines and confidential information are handled appropriately in relation to staff, students and families at the College.
- Possess outstanding organisational, keyboard, written, and oral communication skills.
- Experience in cash handling and the processing of payments.
- Demonstrate and understanding of and commitment to principles of social justice and equity.
- Excellent computer literacy and experience in the following: Financial Software, School Management Systems and general database management skills.
- Possess an excellent working knowledge of Microsoft Office suite.

Desirable

- Experience working in a similar role within schools or the education sector.
- Demonstrate a willingness to support change and progress throughout the College.
- Knowledge of Catholic school procedures and protocols.
- Experience with Civica and CESIS software.

6. CHILD PROTECTION AWARENESS

Our Lady of the Sacred Heart College assures the right of every member to a safe environment and the responsibility of every person to promote safe practices. Our Lady of the Sacred Heart College is committed to Child Protection and protective practices. This includes responsibility of the College's employees for Child Protection.

Child-Safe Environments Responding to Risks of Harm, Abuse and Neglect: Education and Care (RRHAN-EC) training is now a compulsory certificate for all staff working in a school environment and all staff need to attend 3 yearly updates.

7. WORK HEALTH SAFETY & WELFARE

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012. As a *Worker*, while at work you must:

- Take reasonable care for your own health and safety.
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer.
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Reference: Division 4, Section 27 and 28 WHS Act 2012.

8. SPECIFIC REQUIREMENTS

Acquire and maintain;

- Full SA Driver's Licence.
- Current First Aid for Schools and Centres.
- Approved 'Responding to Risks of Harm, Abuse & Neglect' (RRHAN-EC) training.
- Current Working with Children Check (WWCC) to work in Catholic Education SA.
- SALT learning modules (or equivalent), as issued by Catholic Education SA.
- Annual sign off is required for:
 - CESA Code of Conduct.
 - CESA Privacy Statement.
 - CESA ICT Acceptable Use Guidelines.
 - Protective Practices for Staff in their interactions with children and young people.

9. OTHER RELEVANT INFORMATION

The Position Information Document is a *guide only* and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Information Document is subject to review and modifications by the Principal, in response to the strategic direction of the School, and the development of the skills and knowledge of the position.

10. PERFORMANCE REVIEW

- The employee must undertake performance review on an annual basis.
- On the first anniversary of appointment and biennially thereafter, or at another mutually agreed time, consultation will occur between the employer and the employee to ensure that the duty statement is accurate and conforms with the classification levels set out in the SA Catholic Schools Enterprise Agreement.

EMPLOYEE ACCEPTANCE STATEMENT

I accept the above appointment as ESO – Finance Officer – Accounts Receivable and confirm that I am fit and able to perform the requirements of the position.

SIGNED (Principal or Delegate) _____ Date: ____ / ____ / ____

SIGNED: (Employee) _____ Date: ____ / ____ / ____

ROLE OF REVIEW DATE: ____ / ____ / ____

PERFORMANCE REVIEW DATE: ____ / ____ / ____