

# Finance Officer



## POSITION DESCRIPTION

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Reports to: Business Manager  
Works in Collaboration with: All internal and external Key Stakeholders

### Overview

St Paul's Lutheran Primary School and Kindergarten is a co-educational, independent, Christian School located in Caboolture. The school was established by the St Paul's Lutheran Congregation in 1985 to provide quality Christian education to the children of the community.

St Paul's offers classes on our beautiful campus. Catering to a diverse population, St Paul's offers a quality education through genuine care and relationships.

**Our Mission** - St Paul's Lutheran Primary School equips our community of learners with a Christian world view for living through sharing the love of Jesus. Our inclusive community provides a quality future-focused education in an ever-changing world, encourages, and inspires a love of active lifelong learning.

### Position Summary

#### 1. Type of Appointment Available

The position of Finance Officer (School and Kindergarten) is a part-time permanent position (32.5hrs per week) over 40 weeks of the year (term time) – 0.85 FTE, with additional weeks being performed where required, up to a maximum of 48 weeks. Annual leave is pro rata, and leave will be generally taken over the school holidays.

#### 2. Conditions

Salary and related conditions are in accordance with the School Officers' Award – Non-Government Schools and the Lutheran Church of Australia, Queensland District Certified Agreement. Qld Lutheran Schools Single Enterprise Agreement 2020.

#### 3. Workplace Health and Safety

Effective implementation of the school's Workplace Health and Safety Manual requires the active involvement of all employees. All employees have an obligation to comply with the statutory and organisational requirements, procedures and rules that are intended to protect the health and safety of persons at the workplace, including the general public.

#### 4. General Accountabilities

- Exhibit behaviour, through words and actions that reflects and support the ethos, Christian core values and foundation of the school.
- Display the qualities of good organisation and effective communication.
- Commitment to professionalism and competence in behaviour and work.
- Adhere to and support all school policies and procedures.

- Accept that the school reserves the right to modify the position to meet its operating needs.
- Undertake other reasonable and relevant duties within skills, knowledge and capabilities as directed by the Business Manager.

## 5. Role Description

The successful applicant will be expected to support the Business Manager:

- By ensuring the processing and payment of all accounts payable transactions in a timely manner.
- With the efficient processing and collection of all accounts receivable transactions.
- Undertaking the day-to-day operations of the payroll office, including the processing of the fortnightly payroll.

The Finance Officer's responsibilities and tasks will include, but not be limited to, the following duties:

### Accounts Payable

- Maintain TASS database for Accounts Payable module.
- Process Supplier invoices received including:
  - Matching to purchase orders.
  - General ledger coding.
  - GST treatment.
  - Weekly entry of approved invoice batches.
  - Review monthly supplier statements and follow up any outstanding invoices.
  - Resolve invoice discrepancies and respond to supplier enquiries.
  - Process payments to suppliers weekly by electronic payment.
  - Ensure that suppliers are paid within credit terms and that good business relationships are maintained.
  - Assist all staff in complying with the school's purchasing procedure.
  - Run monthly creditor reports and reconciliations with General Ledger.

- Maintain Accounts Payable filing system.
- Provide Accounts Payable information monthly to the Business Manager to assist with Cash Flow projections.

### **Accounts Receivable**

- Maintain TASS database for Parent Accounts module.
- Process and distribute accounts for College Fees in liaison with the Business Manager.
- Daily processing and reconciliation of receipts for payments via Direct Debit and Direct Credit payments.
- Preparation of monthly summary of debtor's ledger to the Business Manager.
- Work with the Business Manager in the management of unpaid accounts and collection procedures for bad debt.
- Maintain good relations with all parents in the collection of school fees and any other associated entities.
- Reconcile the student enrolment deposit accounts on a monthly basis.
- Monitor the payment records of families and report any concerns to the Business Manager.
- Process and distribute invoices to OSHC, the Kindergarten, Grace Lutheran College, St Paul's Lutheran Church and other external debtors.

### **Payroll**

- Maintain TASS database for Payroll module.
- Prepare and process fortnightly payroll using TASS and STP.
- Distribute monthly payroll deductions to relevant parties.
- Review and approve the preparation of monthly superannuation payments.
- Prepare and lodge monthly superannuation returns.
- Provide when requested payroll cash projections to the Business Manager.
- Preparing reconciliation for end of Payroll year, including preparation of individual payment summaries and STP.
- With the Business Manager, lodge WorkCover claims when needed.
- Assist the Business Manager with the yearly WorkCover wages declaration.

### Other

- Enter financial data into the school's TASS computer system and prepare financial and management reports for the Business Manager.
- Carry out weekly and end of month bank reconciliations / monthly credit cards.
- Carry out ledger reconciliations as required.
- Assist the Business Manager with BAS preparation and lodgement.
- Maintenance of Fixed Assets Module of TASS.
- Assist with counter enquiries if necessary, and during periods of heavy workloads, assist with other general administrative duties as necessary from time-to-time.
- Assist with yearly audit in regard to documentations preparation and presentation from the above financial activities of the school.
- Other duties as requested by the Business Manager.
- Uniform Shop – ordering and maintaining stock levels and enter stocktake into TASS and reconcile.

### Competencies / Qualifications Required

- Certificate IV in Accounting and Bookkeeping (or demonstration of a similar level of skill) and at least 2 years previous experience in an Accounts or Payroll role.
- Current certificate in First Aid (or be willing to gain this certificate).
- Current and valid Paid Blue Card for child related employment.
- Evidence of full COVID-19 vaccination preferred.

### Key Selection Criteria

- KSC1** Certificate IV in Accounting and Bookkeeping (or demonstration of a similar level of skill) and at least 2 years previous experience in an Accounts or Payroll role.
- KSC2** An understanding of bookkeeping concepts (journal entries and adjustments).
- KSC3** Previous experience in an educational environment is desirable, but not essential.
- KSC4** Minimum intermediate competency in computer programs such as Microsoft Office (Word, Excel and Outlook).

- KSC5** Knowledge and/or experience in utilising the TASS (The Alpha School System) database or similar.
- KSC6** Demonstrated experience in the utilisation of HR/Payroll systems.
- KSC7** Well developed numeracy skills.
- KSC8** Demonstrated ability to show attention to detail and provide high level of accuracy.
- KSC9** High calibre of written and verbal communication skills.
- KSC10** Ability to work productively both with a team environment and autonomously.
- KSC11** Ability to work with sensitive information in a professional and discrete manner and maintain confidentiality at all times.
- KSC12** Strong time management and organisational skills to ensure deadlines are met and tasks performed.

## Application Information

Applications must include:

- Completed Application Form.
- 1-page introductory Cover Letter, addressed to the Principal, Mrs Katrina Valencia, in which applicants must demonstrate that they are able to undertake the inherent responsibilities of the position as contained in the Position Description.
- The Key Selection Criteria (KSC) addressed in a separate document using clear and concise statements.
- A Resume of no more than three (3) pages length.
- Name and contact details of three (3) referees (two work related and one personal. A Pastor/Minister referee is highly regarded).
- A current and valid Paid Blue Card.
- A current First Aid Certificate (Full and CPR).
- Proof of any qualifications, licenses or certificates held which are applicable to the position.
- Evidence of full COVID-19 vaccination preferred.

**Applications are to be marked Strictly Confidential and sent via email to the Principal by 3:00pm, Friday 15 July 2022:**

Mrs Katrina Valencia  
Principal  
St Paul's Lutheran Primary School  
55 Smiths Road  
CABOOLTURE QLD 4510

Email: [careers@stpaulslps.qld.edu.au](mailto:careers@stpaulslps.qld.edu.au)

*NB. Information that is sent by email should be in either Microsoft Word or PDF format.*

*Receipt of applications will be provided via return email.*

*If the applicant has any known condition, which we may need to accommodate for at either interview, or for you to perform the duties of the position, please give detail as an addition to your application.*

**An immediate start is available for this position.**