FINANCE OFFICER -Accountant

The Finance Officer- Accountant is appointed by the Principal and is accountable to the Business Manager. On a day-to-day basis, the Finance Officer will report to and take direction from the Business Manager.

The Finance Officer- Accountant is responsible for the management of College's accounts receivable systems and tasks, inclusive of but not limited to the billing, collection and receipting of fees, debtor management, BAS processing, banking transactions and account reconciliations, and general accounting duties. The Finance Officer is also responsible for reviewing and recommending improved accounting procedures to support the business operations of the College along with the preparation of reports for the Leadership Team, College Advisory Council and Mercy Education Limited as required.

The Finance Officer-Accountant takes on a role based on a model of Christian service. She/he derives authority from the Principal and is empowered and expected to participate in the implementation of the vision of the College and be guided by the College values of compassion, justice, courage and joy.

KEY RESPONSIBILITY AREAS

General Accounting and Finance Duties

- assist in the development and implementation of budgetary and accounting policies
- examining operating costs, income and expenditure
- develop quality assurance process in to monitor and confirm the accuracy of information contained in financial reports and their compliance with accounting principles along with meeting expectations of auditing and reporting standards and Mercy Education Limited reporting requirements
- with the Business Manager, review and assess appropriate computer-based accounting systems to enhance the current practices of the College and support the introduction and maintenance accounting systems,
- With the Business Manager liaise with Mercy Education Limited on any system wide accounting software or system initiatives.
- Monitor and maintain internal control systems and support other finance staff
- Manage the processing of all receipts, including daily cash receipts, cheques and over the counter EFTpos/Credit card payments
- Manage floats and process receipts for special school events including supporting student leaders in this process
- Monitor and actively manage aged accounts
- Liaise with Accounts Payable to reconcile income and expenditure for all College events and funded activities
- Liaise with associated organisations for the receipt on funds raised in line with current legislation and accounting practices.
- Liaise with Accounts Payable to authorise and check creditor payments for cheques, EFTs and funds transfers
- Prepare and submit monthly BAS statements
- Review all income and expenses on a monthly basis for correct GST allocation
- Reconcile GST-related General Ledger accounts and include adjustments as required
- Prepare reports and analyses as required for the Business Manager, Principal and College Council

Billing and Receipting

- Manage all invoicing and receipting including fees and tuition charges, enrolment deposit/acceptance fees, charges for overseas trips, excursions, special subjects and non-fee related items
- Ensure the timely distribution of fee statements, as per the College billing schedule
- Manage phone and email enquiries on fee-related matters
- Ensure agreed payment plans are in place and kept current for all families
- Manage designated fee-related government grants – submissions and receipts – Liaising with appropriate government or other agencies supporting families
- Reconcile accounts, including fees rebates and concessions.
- Prepare a report for the Business Manager to be presented to the College Finance Committee and Advisory Council regarding fee collection, rebates and concessions identifying risks to the College, which may also be provided to Mercy Education Limited.

Building Fund

- Manage the College Annual Building Fund appeal, ensuring appropriate recording and processing of pledges and payments.
- Ensuring accurate recording of the commitment to the appeal.
- Prepare a report for the Business Manager to be presented at the College Finance Committee and Advisory Council identifying collections rates, trends in subscription, challenges and recommended next steps.
- Liaise with and advise the Head of Marketing and Development regarding the functioning of and financial advice that should accompany the Building Fund literature.
- Work with families to provide advice regarding contributions to the Building Fund.

Debtor Management

- Liaise regularly with families to ensure payment of overdue accounts
- Negotiate alternative family payment arrangements as required, pursuant to the Mercy Education Limited expectations, College's fees policy, procedures and guidelines
- Manage applications for Special Concession (fee relief) and make recommendations to the Principal
- Maintain accurate records of information about the financial status of the College with regards to all collection activities
- Prepare monthly reports for the Business Manager and Principal re Collection Rates, Debtors Summary and At Risk Debtors
- Provide advice regarding the proposed actions for the recovery of debt.
- Liaise with external debt collection service providers under direction of the Business Manager and Principal

Banking

- Process direct deposits and entries on a daily basis
- Monitor bank balances to ensure adequate cash flow for College payments
- Reconcile investment accounts and loan amounts monthly (minimum)
- Liaise with College bankers on a regular basis in respect to transactional, investment and credit-based banking matters
- Liaise with the Business Manager re term deposit rates and investments with a view to providing an analysis and recommendations

Professional Practice

- Identify efficiencies and innovative practice for administrative services, including but not limited to recommendations regarding financial initiatives, software or system based innovations or human resources
- Attend training programs, as required
- Attend finance, office administration and whole staff meetings, as required

- Participate in annual performance reviews
- Contribute to a culture of professionalism and continuous improvement

Child Safety

- Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety.

- Provide students with a child-safe environment and proactively monitor and support student wellbeing.

No position description can be entirely comprehensive and the incumbent will be expected to carry out other duties that may be required from time to time and are broadly consistent with the position description and the status of the post within the College.

ACCOUNTABILITY

Reports to:	Business Manager
Internal liaisons:	**Mercy Education Limited,** Finance and administration team, Leadership Team, staff, students, parents, visitors
External liaisons:	Banking and audit partners, creditors, suppliers

CONDITIONS

All conditions are in accordance with the Catholic Education Multi Employer Agreement 2022 and OLMC's employment policies. This is a Category A, Education Support Officer (ESO) position.

Hours of work:	8.00am-4.06pm
Break:	Half hour for lunch
Annual Leave:	4 weeks annual leave

Note: Category A ESOs would normally be expected to take their annual leave during the school holidays in two or three blocks (i.e. 1 week in the 2nd and/or 3rd term holidays and the balance during the Christmas holidays).

Date: **Updated** June 2025

KEY SELECTION CRITERIA

1. An understanding of the ethos of a Catholic school and its mission and a willingness to support the Mercy values
2. Bachelor degree or equivalent qualification in the area of Accounting.
3. Capacity to work empathetically with families when developing payment plans such that the reputation of the College is maintained.
4. General understanding of related legislation and processes with regards to the financial management of income and expenditure in a not-for-profit setting.
5. Broad experience in accounting and with specific knowledge regarding accounts receivable with high numerical ability and data entry skills
6. Attention to detail and a capacity to be flexible and adaptable.
7. Ability to work collaboratively as part of a team and autonomously whilst forming and maintaining effective working relationships with others
8. Service oriented approach

9. Demonstrated experience in a school or service setting (an advantage but not a requirement)
10. Excellent communication skills
11. Ability to work to deadlines