

Position description

FINANCE ASSISTANT



- REPORTING TO:** Finance Manager
- APPOINTMENT:** Part Time, ongoing, 0.4 FTE
- CLASSIFICATION:** PVCC Enterprise Agreement 2020

ABOUT THE COLLEGE

Plenty Valley Christian College (PVCC) is a kindergarten to Year 12, co-educational Christian College of approximately 830 students. We are one College with five sub-schools: Kindergarten, Early Years, Junior Years, Middle Years and Senior Years.

The College is set in a magnificent rural area with spectacular views to the ranges. Plenty Valley Christian College is committed to developing high quality effective Christian education and is an active member of a national network of Christian schools in Australia known as Christian Education National. We are committed to the establishment of a close partnership with parents in the education of their children. Our aim is to offer quality education with a fully integrated Christian worldview, develop a strong sense of community amongst the students, parents and staff with every staff member playing a role in the pastoral care of the students. PVCC offers the respected Arrowsmith Program.

EMPLOYEES

Staff at PVCC are selected on the basis of outstanding professional and personal qualities. Expectations include:

- Appropriate qualifications, training, and experience for their role
- Participate in, and be willing to lead Christian devotions for whole staff meetings
- A clear sense of calling and desire to work within a Christian environment
- The ability to model the values and character qualities of biblical Christianity in their personal life and within the College community as part of their professional duties
- A demonstration of high standards of personal presentation, preparation, communication with other staff and parents, and respect for the ethos and protocols of the College
- A commitment to ongoing development and maintenance of a Child Safe culture within the College

THE ROLE

The Finance Assistant role is responsible for providing financial and administrative support to teachers and parents and maintaining accurate financial records under the supervision of the Finance Manager. The Finance Assistant will also be responsible for bus coordination and ensuring that financial transactions in their purview are captured and recorded within applicable accounting standards.

POSITION OBJECTIVES

To provide a high standard of service at Plenty Valley Christian College in accordance with the College policies and procedures. As part of the Finance team, and members of a Christian learning community, the Finance Assistant plays a pivotal role in the Finance Team in delivering financial and administrative

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support to the all the relevant stakeholders in a manner that is consistent with the values of the College and Biblical principles.

RESPONSIBILITIES:

- Modelling Christian leadership and promoting the College and Christian education.
- Provide a child safe environment in accordance with the child safe standards and obligations
- Maintain high standards of professional communication with all stakeholders
- Carry out all activities allocated by the Finance Manager
- Work within a team to deliver the financial objectives of the school
- Conduct activities within the constraints of financial policies and internal controls

SPECIFIC DUTIES:

The Finance Assistant has direct responsibility to the Finance Manager for performing the following duties:

- All cash handling procedures including, but not limited to, counting, bag and recording cash on a weekly basis of all proceeds from Canteen, fundraising events, any tuition fees paid at the counter
- All Bus Co-ordination related processes such as -
 - being the first port of call to parents enquiring about bus usage.
 - Appropriately action the completed bus registration forms received from parents
 - ensure BusMinder is updated as per parents' registration form
 - ensure bus charges are accurately added to parents' accounts for payment
 - follow up of any unpaid casual bus use fees
 - receive Student Conveyance Allowance application forms from parents and notify Finance Officer to be lodged with Department of Education and Training (DET)
 - coordinate with external bus provider to organise buses for any ad hoc trips requested by staff for camps/excursions etc
- Follow up Camps, Sports, and Excursions Fund (CSEF) application forms from eligible parents at the start of the year, to be lodged with the Department of Education and Training (DET)
- Assist in the accounts payable processes with recording of supplier invoices
- Assist with the accounts receivables process with email follow up of outstanding tuition fee accounts.
- Assist with year-end audit process by responding to auditor queries

Other Duties

It should be noted that this position description, although detailed, is not exhaustive and the Finance Manager may, at their discretion, vary the responsibilities of the Finance Assistant as operational situations, consistent with this position, change.

ORGANISATIONAL RELATIONSHIPS AND EXTENT OF AUTHORITY

All staff at the College work closely within their assigned teams. The Finance Assistant is responsible to the Finance Manager on a day-to-day basis and to the Business Manager.

ESSENTIAL SKILLS AND COMPETENCIES

Essential Requirements

- Supportive member of College spiritual life, including active participation in and occasional leading of, Christian devotions
- Exemplary display of Christian ethics and activity
- Good understanding of, and commitment to, the vision and philosophy of the College
- Experience working in a college or similar administration environment, including routine use of office equipment and technology; Certificate/Diploma in Business, Accounting, or Financial Services is desirable but not essential.
- Good communication skills and the ability to relate to students, staff and the wider community
- Ability to manage time and prioritise tasks to achieve set outcomes and meet deadlines
- Ability to work independently and as part of a close-knit team
- Ability to provide information to a culturally diverse public
- Computer literacy with experience in using word-processing, spreadsheets, and databases.
- A high standard of personal presentation and integrity
- Display initiative, common sense and the ability to problem solve/have a solution focused mindset
- Excellent interpersonal skills, including relationship-building skills
- Current Working With Children check (mandatory)
- Hold and maintain an approved:
 - Emergency asthma management qualification
 - Management of anaphylaxis qualification

Interpersonal skills

- Outstanding interpersonal and communication skills, with demonstrated ability to build rapport and interact effectively at all levels of the College
- Punctuality
- Flexibility and commitment to teamwork and collaboration
- Interact with people on all levels and maintain a high degree of confidentiality and trustworthiness
- Well-developed self-motivation skills and initiative
- Demonstrated skill in identifying and implementing improvement and change
- Strong organisational and time management skills, with an ability to prioritise tasks, meet prescribed deadlines, and concurrently manage a number of competing tasks

Specialist skills

- Previous experience at a similar organisation highly desirable but not essential
- Experience with using Xero accounting system is desirable
- Ongoing commitment to undertake continuous Professional Development

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COMPLIANCE RESPONSIBILITIES

All staff are required to comply with all policies, procedures and requirements for:

Risk management – report identified hazards that may pose a risk to employees or the public, and/or may give rise to an insurance claim, taking into consideration the risk for safety, security, vandalism, burglary/theft and fire/arson.

Occupational health and safety – take reasonable care to protect their own health and safety and the health and safety of others in the workplace – it is a requirement to immediately report any incidents, hazards or near misses to the relevant supervisor and actively participate in hazard elimination where required.

Equal opportunity – undertake work and activities in a manner that ensures the workplace is free from harassment, bullying behaviour and discrimination.

Code of conduct and dress code – comply with all standards.

The terms, conditions and other obligations of your employment are covered under the Plenty Valley Christian College Enterprise Agreement 2020.

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification in response to the strategic direction of the College, and the development of the skills and knowledge of the position.

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POSITION ACCEPTANCE

I accept the position description as stated above, and that it may need amending and updating periodically due to changes in responsibilities and organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

Employee:

Name

Signature

Date

__/__/----

Manager

Name

Signature

Date

__/__/----