



POSITION DESCRIPTION

Communities of hope, joy and wonder where all are welcome.

School Clerical Administrator

Position Level	Schools General Employee (Averaged – 40 weeks per year)
Salary (Paid pro-rata for part-time positions)	School Administrative Services – Level 6.1 \$77,695 - Superannuation (based on skills and experience)
Reports To	Principal
Location	St Monica’s Primary – Evatt ACT
Employment Type	Part-Time
Employment Status	Permanent
Hours per Fortnight	65 with the option for extra hours when required

Who Are We?

Catholic Education, Canberra & Goulburn (CE) plays an integral role in education both in the ACT and NSW, covering 88,000 square kilometres covering the whole of the ACT and extending from Pambula on the south coast, to Crookwell in the North, through to the western point of Lake Cargelligo. Operating 56 Schools and 8 Early Learning Centres, CE is key to the education of over 21,000 students within the Diocese and employing over 2,100 professionals.

Position Purpose	The Employee will be required to perform the full range of clerical duties within the School, including assisting with the management of the School’s Finance.
Position Duties	<p>Finance Officer Duties:</p> <p>Accounts Receivable</p> <ul style="list-style-type: none"> • Generate family school fees accounts each term • Assess and process remissions for eligible families, in consultation with Principal and Fees Committee • Receipt all monies received over the counter – cash, credit card/ EFTPOS • Receipt all monies received electronically – Direct Credits, BPAY, Qkr app • Debt Collection – Monitor accounts and contact debtors regarding school fees by phone, email, or letter. Negotiate payment plans through BPAY, Credit Card, Direct Debit etc. Follow up on debtors that are not meeting commitment to pay. Once all avenues are exhausted forward necessary documentation to agency for debt collection. Liaise with debt collection agency by email or phone • Write off bad debts, ensuring proper authorisation and delegation • Create Sundry Debtor accounts – generate sundry debtor invoices and process payments received • Maintain hall hire contracts, invoice, and receipt payments

Accounts Payable

- Coordinate the ordering of school supplies, buses for excursions etc throughout the year
- Process Journals for School Business Cards and reconcile business cards monthly
- Process creditor invoices and payments ensuring authorisation and correct budget area has been obtained from Principal or staff members

Asset Register

- Maintain Asset Register
- Perform regular stocktake of school assets

End of Month Processes

- Perform Bank Reconciliation on a weekly basis
- Process all entries on CDF Statement, perform bank reconciliation, process depreciation of assets, reconcile all general ledger accounts, prepare BAS, check integrity reports, process period end and produce associated reports
- Process General Ledger journals for loan and investment accounts, grants, donations, commissions etc
- Census – Ensure Maze data is up to date for CE and School Hub census
- Assist P&F Treasurer and SMOOSH with their accounting & reporting, particularly in preparation for Community Council meetings

End of Year Processes

- Finance End of Year Rollover – Performed in January each year
- In conjunction with Principal, assist with budget preparation for the following year
- Formulate school fees schedule for the following year

Other Duties

- Assist with preparing grant applications and acquittals
- Assist with record keeping and archiving of school records
- Administer First Aid to students and complete required documentation via Compass
- Assist with reception duties – handling personal, telephone, and email enquiries
- Assist with distribution of information to parents and students
- Assist with maintaining the school website and other publications
- Maintain key register – ensuring keys are signed for and returned to office
- Monitor all office equipment and photocopiers – supplies and contracts
- Undertake other related and appropriate duties as determined by the Principal and School Leadership Team

<p>Skills, Attributes and Experience</p>	<ol style="list-style-type: none"> 1. An understanding of and commitment to the mission and vision of a Catholic school. 2. Experience working in Financial Administration in a School or Corporate environment. 3. Excellent computer skills especially Excel (MS Office - intermediate level minimum). 4. Ability to work unsupervised and to make decisions within the role requirements. 5. Strong time management and organisational skills including the ability to succeed in a fast-paced environment. 6. Excellent oral and written communication with a helpful, pleasant, and cooperative approach. 7. Strong interpersonal skills with parents, teachers, and students. 8. Maintain strict confidentiality and privacy in all aspects of the role. 9. A helpful and co-operative approach to working within a team. 10. Experience and understanding of school finance and student management software such as MAZE and/or COMPASS, and a willingness to learn and use new systems.
<p>Qualifications</p>	<ul style="list-style-type: none"> • Must hold a relevant Working with Children Registration. • Finance background and experience, accounting preferable and post-secondary qualification in Finance would be desirable. • First Aid Certificate or willingness to obtain. • Current driver's licence.

Application Requirements

All applications must be submitted online via the online recruitment system. You can apply using the 'Apply Now' button found in the job advertisement. Your application must include a resume and cover letter (separate documents) outlining your suitability for the position based on the criteria set out in the position description.

Working with Children

In the course of your employment, you will have direct contact with children, and it is, therefore, child-related work in accordance with:

- a) in the ACT, Working with Vulnerable People (WWVP) (Background Checking) Act 2011; and/or
- b) in NSW, Child Protection (Working with Children Check) (WWCC) Act 2012.

Employment with CE is conditional upon successful applicants having or obtaining a valid and current working with children registration, appropriate to the state and/or territory in which they will work. NSW and ACT require different Working with Children registrations.

Religious Education

All CE staff are required to attend religious accreditation designed to acquaint you with the vision and mission of Catholic Education. For more information regarding religious education - [Click here](#)

Employment Information Collection Notice CE's Privacy Policy - [Click here](#)

[Application Enquires: CE Recruitment Team](#)

Phone: 02 6234 5427 | Email: recruitment@cg.catholic.edu.au