

POSITION TITLE:	Finance Officer
REPORTS TO:	The Principal through the Business Manager
CLASSIFICATION:	Remuneration in accordance with the <i>Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland</i> (Available at www.cns.catholic.edu.au) Level 5
AUTHORISATION:	Executive Director

CATHOLIC EDUCATION SERVICES – DIOCESE OF CAIRNS

Catholic Education Services in the Diocese of Cairns is a dynamic and growing organisation that is actively inviting schools to co-create with us, schools that are places of rich learning for now and into the 22nd Century.

Our vision is to *offer every student in every school a world class education enriched by their lived encounter with the Catholic Faith.*

Catholic Education Services is committed to this vision through Co-Leadership with schools to build communities of learning that provide a safe, nurturing and academically challenging environment. Our schools are places where we create opportunities for every student and every staff member so that they are inspired to contribute to our society, innovate, explore possibilities, and achieve excellence.

Catholic Education Services in the Diocese of Cairns embraces thirty (30) schools including twenty (20) primary schools, two (2) Prep to Year 12 colleges and eight (8) secondary colleges. One of these colleges is a Special Assistance College with campuses in Cairns, Cooktown, and Edmonton. This community also includes Catholic Education Services located in Cairns itself. Over the next five years there are two new schools planned.

All schools and colleges, except three, are within a two-hour drive of Cairns. Cooktown, Waibeni Island (Thursday Island) and Weipa are accessed by daily flights and located in some of the most beautiful parts of the country. In total, there are 11 500 students and 1500 staff.

Leadership and strategic management of Catholic Education Services is the responsibility of the Executive Director of Catholic Education. Through a team of professionals, and in Co-Leadership with principals, the Executive Director manages and facilitates a number of significant delegations which include:

- Support of the mission of the Church as delivered through Catholic Education
- Support of schools by providing services that strengthen school capacity
- Provision of leadership and forward planning to develop organisational capability
- Distribution to schools of government allocated funds and their accountability
- Monitoring quality of schools and compliance/accountability with requirements of governments, Church, and parents
- Within limits, provision of some centralised, specialised student services, where this is the most effective and efficient approach

Our staff are supported to experience success and satisfaction in their vital role.

Cairns also offers many lifestyle opportunities that can be found in few other places and is surrounded by World Heritage listed areas including the Great Barrier Reef and the Daintree Rainforest, all within an hour's journey from the growing City of Cairns. It is the gateway to our Asian neighbours with direct flights to China, Japan and Singapore as well as having direct flights to all the east coast capital cities, Darwin, and Queensland's Sunshine and Gold Coasts.

May God bless you with a heart fired by love willing to do Him some definite service.

NEWMAN CATHOLIC COLLEGE - SMITHFIELD

Newman Catholic College, co-located on James Cook University site, Smithfield, is Cairns Catholic Education's newest college, joining a system of 29 other catholic schools and colleges. Opened in 2022, with approximately 140 Year 7 students and growing a year level each year until Year 12 is reached in 2027, its location on and interaction with the University presents endless opportunities to meet the diverse learning needs of our students. Newman Catholic College works collaboratively with James Cook University so that learning and teaching is enhanced at all year levels.

Our curriculum at Newman Catholic College centres on design, digital and inquiry-based learning. It is strategic in its intent to promote the development of skills such as problem solving, critical analysis, and creative thinking; a curriculum that is innovative, digital and design focused, and forward thinking for all students, wherever they are on their learning journey.

Newman Catholic College has as its heart the Gospel and as such supports an inclusive enrolment policy. Our charism is guided by our patron saint, St John Henry Newman with an underlay of St Francis of Assisi and his approach to ecology. Through this we hope that students see themselves as led to humility before the mystery and wonder of our universe (Psalm 104 and Psalm 148). It is our desire that through growth in ecological awareness students will be encouraged to participate in practical programs and initiatives that serve others.

Staff play a vital role at Newman Catholic College in developing opportunities of holistic education for young people and promoting the message of Christ. It is essential that staff see themselves in genuine partnership with families and the wider community, and together, seek to support the Newman Charism. Young people in our care are invited to develop skills based on the positive faith filled role modelling provided by their staff, families, and community. Teaching practices at Newman Catholic College will be in line with our Newman Catholic College Learning Framework and Standards of Practice.

PURPOSE OF THE ROLE

The Finance Officer assists with maintaining financial, accounting and administrative services to meet legislative requirements and support College operations. The Finance Officer reports to the Principal through the Business Manager.

This position requires the self-directed application of knowledge with substantial depth in some area. A range of technical and/or other skills are applied to roles and functions in both varied and highly specific contexts. Competencies are normally used independently and both routinely and non-routinely. Discretion and judgement are required in planning and selecting appropriate equipment, service techniques and work organisation for self and/or others.

An employee in this position will work under general supervision and/or broad guidance depending on function. An employee in this position may have responsibility for the planning and management of the work of others and the supervision and training of staff on lower classification levels may be involved.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Typical duties performed may include, but are not limited to:

- Maintain accurate records of accounts receivable, accounts payable and the general ledger
- Assist the Business Manager with the maintenance of a fixed asset register and manage depreciation
- Support and assist with the development and production of annual budgets
- Liaise with the Business Manager on the progressive state of the budget including the provision of reports and professional advice
- Prepare monthly Profit and Loss, balance sheets and provide monthly reports to Business Manager (with commentary) for the Principal



- Reconcile the GST for each month and submit the BAS statement to ATO on timely basis, under the direction of the Business Manager
- Validate all invoices [goods received, correct prices, tax invoices etc.]
- Assist the Business Manager with monitoring of expenditure considering the approved budget and be responsible for the management and correctness of Purchase Orders. Report to the Business Manager on a regular basis
- Prepare accounts for school fees and sundry items
- Assist in the administration of applications for fee concessions as approved by the Principal
- Reconcile and bank all cash and cheques as required by the Business Manager
- Reconcile and report all debtor accounts
- Follow up on overdue accounts as required according to College procedures and maintain the confidentiality of all debtors
- Balance and make payments for all creditors after approval by the Business Manager
- Maintain and be responsible for appropriate records to satisfy that audit policies and procedures are followed
- Assist the Business Manager in preparation of EOY files and audit file preparation
- Code daily transactions in relation to guidelines
- Reconcile, record and reimburse petty cash
- Complete wages journal as required (e.g. fortnightly)
- Assist the Business Manager to prepare statistics and statutory authority returns for governmental office agencies as required by Principal, including Census and Department of Transport
- Ensure accurate processing of invoices, allocation of costing to appropriate ledger account and EFT
- Prepare Bank Reconciliation statements and responsible for effective cash handling and management
- Ensure compliance with legislative requirements in respect of the processing of both receipts and payments regarding GST
- Support the Business Manager and Principal in liaison with contractors and contracts for services
- Administration of hire of College facilities
- Ensure financial resources/paperwork is maintained at the College as required (e.g. forms for office)
- Assist the Business Manager to manage and oversee cafe and uniform shop services, including stocks and operational issues as they arise
- Assist College staff with finance related queries and tasks as required
- General administrative and reception duties as required
- Attend relevant meetings and professional development as required
- Assist the Business Manager to ensure financial resources/ paperwork is maintained at the College as required (e.g. forms for office)
- Maintain appropriate behaviours when engaging with children

GENUINE OCCUPATIONAL REQUIREMENTS

- Accountable and responsible for ensuring professional behaviour
- Ability to cope with own emotions and behaviour effectively
- Ability to comply with legislation and professional regulations to reduce the risk of harm to self and others
- Ability to maintain an appropriate level of confidentiality
- Ability to communicate in English both verbally and in writing to meet necessary standards with respect to clarity, accuracy and professionalism appropriate to the position
- Ability to locate appropriate and relevant information from multiple sources and convey, integrate and implement knowledge in practice
- Ability to prioritise workloads and manage multiple tasks with competing timelines
- Ability to accept responsibility for own work
- Intermediate to advanced skills in Microsoft Office applications necessary to demonstrate the required range of skills and tasks
- Competent use of digital technologies necessary to demonstrate the required range of skills and tasks
- Facilitate the prevention of child harm by recognising and responding appropriately
- Any other duties not listed that may be assigned by the Business Manager



Physical requirements of the position:

- Work is normally performed in a typical interior office and/or classroom environment
- Manoeuvring within the office/College environment appropriate to the position
- Frequent use of telecommunication and electronic equipment
- Work environment involves the use of tools, machinery and other equipment that requires following safety precautions and will involve the use of personal protective equipment.

MANDATORY QUALIFICATIONS AND REQUIREMENTS/SELECTION CRITERIA

- Unless an exemption applies all staff are required to hold a current Working With Children Blue Card or be eligible to apply
- Current drivers' licence
- A strong demonstrated commitment to the objectives, vision and ethos of Catholic Education
- Tertiary qualifications at Associate Diploma/Diploma level or equivalent qualifications relevant to the position or such knowledge, qualifications and experience that are deemed by the employer as necessary to successfully carry out the duties of the position
- Promote child safety at all times

RELATED DOCUMENTS

- Statement of Principles for Employment in Catholic Education
- Code of Conduct for Employees of Catholic Education
- Catholic Employing Authorities Single Enterprise Collective Agreement Diocesan Schools of Queensland

ADDITIONAL INFORMATION

The incumbent will need:

- An in-depth understanding of and commitment to the mission and objectives of Catholic Education in the Diocese of Cairns
- A sound working knowledge of the Catholic Education context and an appreciation for Catholic Education issues.

HOW YOU WILL BE ASSESSED

How we do things is as important as what we do, therefore you will be assessed on your ability to use your experience, knowledge, skills and competencies confidentially with good judgement and wisdom.

You will be assessed on your ability to demonstrate the following four capabilities – Personal, Professional, Relational and Organisational within context to the key accountabilities identified above.

Capabilities	
Personal	Professional – Knowledge and Understanding
Engages in self-reflection	Is aware and responsive
Gives witness to personal faith and commitment	Integrates a Catholic stance in area of responsibility
Displays a sense of self-efficacy and personal identity	Supports and engages change processes
Displays intuition as well as logic and reason	Demonstrates appropriate styles of decision making
Projects confidence, optimism and resilience	Inspires a collegial purpose and vision
Demonstrates honesty and integrity	Supports efficient and robust structures and systems
Demonstrates ethically responsible behaviours	Focuses on core outcomes and accountabilities

May God bless you with a heart fired by love willing to do Him some definite service.



Is morally courageous	Engages in workplace learning and relevant professional development
Demonstrates a commitment to personal spiritual growth	Operates with a commitment to sound educational focus
Displays imagination and vision	Operates with a spirit of service and professionalism
Integrates work and personal life	Develops moral purpose
Engages with the Catholic culture	Demonstrates capacity to provide professional support
Is culturally sensitive	
Social and Interpersonal	Organisational
Is relationally adept	Gives priority to the Church's mission in education
Is emotionally mature	Engages in future thinking, aware of the big picture
Is guided by the spirit and teachings of the Gospel	Supports organisational capacity to respond to contemporary and future needs
Communicates with confidence	Avoids imposing old paradigms on new realities
Is authentically present	Supports a growth promoting workplace
Displays a trusting disposition	Exercises committed and ethical stewardship
Supports collaborative and productive working environments	Contributes to organisational sustainability
Engages in positive politics	Supports a sharing organisational culture that focuses energies and talents
	Operates in fidelity to Catholic social teaching and environmental responsibilities

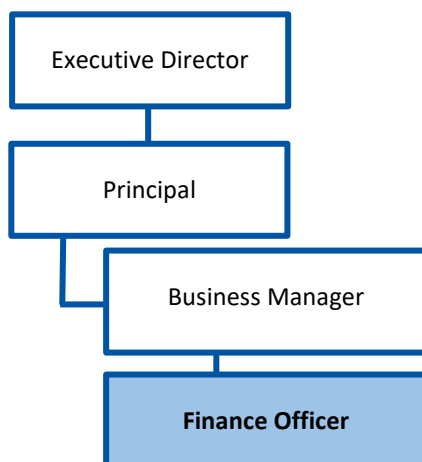
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REPORTING & OTHER RELATIONSHIPS

The Finance Officer is accountable in the first instance to the Business Manager and then to the Principal.





EMPLOYEE ACCEPTANCE

The employee's signature signifies an understanding and acceptance that the content contained herein and forms an integral part of their employment terms and conditions.

I have read and acknowledge receipt of this Position Description:

Employee Name: _____

Signature: _____

Date: _____

Version Control

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