

SCHEDULE A

POSITION DESCRIPTION

Position title:	Senior Finance Officer
Reports to:	Principal or Principal's Delegate
Enterprise Agreement:	NSW and ACT Catholic Systemic Schools Enterprise Agreement 2017
Classification	School Administrative Services Level 6

Position Objective

The Senior Finance Officer works collaboratively with other school staff to provide support and assistance to teachers, students and school leadership in the successful delivery of school learning and pastoral outcomes. This position type typically engages in financial, clerical, administrative, communication or technology services within a school.

Knowledge, Skills and Experience

A School Administrative Services - Level 6 employee:

- exercises substantial responsibility, independent judgement and initiative with a detailed knowledge of complex office procedures;
- has and uses advanced skills and knowledge in the operation of complex equipment and procedures;
- resolves operational problems for staff and coordinates work within the school office, monitors work quality of those supervised and is responsible for those supervised;
- assists in planning future sectional/office-organisational or resources and equipment needs; and
- will have completed relevant post-secondary training or have significant and substantial technical and procedural knowledge and skill which may be deemed by the Employer as being comparable with a diploma or certificate IV with relevant work experience, a certificate III with relevant and extensive work experience, or an equivalent combination of relevant experience and/or training. For the avoidance of doubt, a General Employee who, at the time of appointment to this level, was not required to have a Certificate IV or Diploma, will not later be required to obtain either qualification.

Indicative Duties

A Senior Finance Officer's duties may include but are not limited to:

- Financial management and reporting, including assisting with preparation of school budgets, school fees, monthly reconciliation of finance accounts and GST reports, annual finance and administration rollover;
- Receipting all fees and charges, executing banking and bookkeeping procedures, maintaining the asset register, tracking and processing excursion/incursion documentation and payments;
- Managing billing and receipting, purchasing, assets, inventory and payments;
- Maintaining systems and data, meeting system milestones and reporting, reconciliation and audit requirements;
- Providing advice requiring knowledge of financial and administrative policies and procedures and/or the interpretation of system rules and regulations;
- Other general financial management tasks as designated by the Principal or Principal's delegate;
- Other general administrative duties as required and directed by the Principal or Principal's delegate.

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Position Requirements

General or ancillary employees are required to support the mission, teachings and ethos of the Catholic Church's work in schools. All employees must also demonstrate:

- The ability to work effectively both autonomously and as part of a team
- The ability to follow direction, prioritise and meet set deadlines
- Interpersonal skills in working with a range of personnel
- Strong planning and organisation skills
- Quality in fulfilling assigned work

Work Health and Safety

- A report of incidents and dangerous hazards must be advised to the supervisor on the date of incident, and the immediate danger of any hazard must be removed.
- Compliance and cooperation with reasonable instruction, policies and procedures of the School.

The Employer reserves the right to vary this position description in response to its changing needs.