



POSITION DESCRIPTION

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

Front Office Manager

Position Level	School Administrative Level 5.1
Salary Range (Full-time)	\$ 65,212 (based on skills and experience)
Reports To	The Principal
Location	St John Vianney's Primary School - Waramanga ACT
Employment Type	Part-Time
Employment Status	Permanent
Employment Term	Commencing as soon as possible
Hours Per Fortnight	60.8

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. At CE, our people are the engine that drives our system forward.

Our Vision

Jesus Christ, our greatest teacher, calls us to share and witness to our Catholic Faith and Tradition, build inclusive communities and deliver contemporary quality learning opportunities for every person.

Position Purpose	The Front Office Manager is responsible for all aspects of school finance. Office staff are the first point of contact between the school and our clients and is also a point of continuing communication within our school community (parents, staff, students and visitors).
Position Duties	<p>Front Office Manager</p> <ul style="list-style-type: none"> • Management of all school finances including fees, bill payments, bank reconciliations, budget, invoicing, debt collection, QKR! payments etc. • Maintain MAZE and/or COMPASS, family, student and staff data. • Manage all financial information on MAZE/COMPASS including debtors & creditors, produce debtor invoices, debt collection etc. • Process & manage all aspects of School Fees including invoicing, remissions, BPay, Direct debits, debt collection and liaising with debt collection agencies.

	<ul style="list-style-type: none"> • Process and maintain enrolment correspondence and all enrolment procedures including co-ordinating interviews, school tours, offers of placement etc. • Communicate with and establish effective and cooperative working relationships with teaching and non-teaching colleagues • Receive and welcome callers appropriately and where necessary refer them to appropriate personnel • Report any unusual events/strangers in the daily running of the School and report them to Principal/Deputy Principals immediately • Attend staff and faculty meetings • Co-ordinate events. • Prepare financial reports for the Principal and/or Director as needed. • Maintain filing system of official records, publications, instructions, correspondence, receipts and invoices relating to finance. • Maintain office machines and office stationery • Maintain all archival material: student files, finance records, Newsletters, class rolls, absentee notes, etc both at the front office and in the school archive room. • Display an interest in promoting excellence in the education. • Other duties as directed by the Principal and/or Director. • Help to maintain the tidiness & cleanliness of the Front Office area and school in general to project a professional image.
<p>Skills, Attributes and Experience</p>	<p>Successful applicants for the position will have:</p> <ul style="list-style-type: none"> • An understanding of and commitment to the mission and vision of a Catholic school • Experience working in Financial Administration in a School or Corporate environment • Excellent computer skills especially Excel (MS Office - intermediate level minimum) • Ability to work unsupervised and to make decisions within the role requirements. • Strong time management and organisational skills including the ability to succeed in a fast-paced environment. • Excellent oral and written communication with a helpful, pleasant and cooperative approach. • Strong interpersonal skills with parents, teachers and students. • Maintain strict confidentiality and privacy in all aspects of the role. • A helpful and co-operative approach to working within a team. • 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.

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| <ul style="list-style-type: none">• First Aid Certificate• Post-secondary qualification in Finance would be desirable |
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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 requirements set out in the position description. E.g. why would you be the best person for the position?

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 5133 5563 | Email: recruitment@cg.catholic.edu.au