



Marist-Sion College - Warragul

Position Description

Senior Finance Officer

Marist-Sion College, Warragul, is a Catholic co-educational secondary school, inspired by the traditions of the Marist Brothers and the Sisters of Our Lady of Sion.

Our mission is to provide an **innovative education** which **integrates faith, learning** and **life** in a **welcoming community**.

STATEMENT OF DUTIES

<p>Position Objective</p>	<p>The Senior Finance Officer is a key member of the Finance Team, providing high-level operational support across multiple finance functions. Working under the direction of the Director of Finance, this role contributes to the College’s financial effectiveness through accurate, timely, and confidential execution of financial processes in the following areas:</p> <ul style="list-style-type: none"> • Financial Management • Payroll • Accounts Payable • Accounts Receivable <p>The Senior Finance Officer is appointed by the Principal and is employed by Diocese of Sale Catholic Education Limited (DOSCEL).</p> <p>Employment Category: Category A - Education Support Employee Classification Level: Level 3 Campus Location: Warragul Agreement: Diocese of Sale Catholic Education Limited Schools and Secretariat Agreement 2022</p> <p><i>Visa sponsorship is not available for this position. All applicants require current and valid working rights for Australia.</i></p>
<p>Organisational Relationships</p>	<p>Reports to: Director of Finance Direct Reports: Nil Internal Liaisons: Payroll, Accounts Payable, Accounts Receivable, College Registrar, Teachers and College staff. External Liaisons: Members of the College Community, Agencies and General Public.</p>
<p>Responsibilities</p>	<p>Financial Management</p> <ul style="list-style-type: none"> • Prepare and reconcile monthly bank statements for all College accounts. • Reconcile general ledger accounts against the approved budget and identify discrepancies for review by relevant staff and the Director of Finance.

STATEMENT OF DUTIES

- Compile data and assist in the timely preparation and submission of the Business Activity Statement (BAS), under the direction of the Director of Finance.
- Assist in the preparation and lodgement of the annual Fringe Benefits Tax (FBT) return.
- Support the Director of Finance in the preparation of the annual College budget, and assist staff with the development and monitoring of curriculum and extra-curricular budgets.
- Prepare financial data, working files, and documentation to support quarterly and annual financial reporting, including updates to the Fixed Asset Register.
- Assist with the coordination of interim and annual financial audits, including preparation of supporting schedules and liaison with external auditors.
- Provide general administrative and operational support to ensure the Finance Team meets all reporting, compliance, and audit deadlines, and to assist the Director of Finance in meeting financial obligations.

Account Receivable (Debtors)

- Assist with the creation and maintenance of student debtor accounts, ensuring accuracy of records for new enrolments and financial exits.
- Work in consultation with the College Registrar to support the timely and accurate processing of student exits, ensuring all financial obligations are finalised.
- Generate and issue invoices for tuition fees, extra-curricular activities (e.g. instrumental music, Marist sports carnivals), and charges related to student laptops or College property damage.
- Assist with the receipting of education fee payments, including direct debit processing and associated debtor enquiries.
- Support the monthly generation of debtor statements, ensuring completeness and accuracy of account information.
- Assist in the management of both debtor and non-debtor accounts, ensuring accuracy in receivables processing and records.
- Provide assistance with debt collection processes, including follow-up actions under the guidance of the Director of Finance.
- Provide high level assistance to debtors with account queries.
- Support the administration of Camps, Sports and Excursion Fund (CSEF) applications and ensure correct allocation to student accounts.
- Maintain strict confidentiality of all debtor and student financial data in line with College policies and privacy obligations.

Account Payable (Creditors)

- Respond to supplier queries and resolve account discrepancies in a timely and professional manner.
- Review and prepare invoice batches to support the fortnightly supplier payment cycle.

STATEMENT OF DUTIES

	<ul style="list-style-type: none"> • Maintain accurate and up-to-date creditor records within the College's financial systems, ensuring GST compliance and proper archiving of documentation. • Support staff with purchase order queries and navigation of internal procurement processes. • Ensure all accounts payable documentation is complete, accurate, and securely stored. • Maintain confidentiality of all supplier, contract, and payment data in accordance with College policies and financial compliance standards. <p>Payroll</p> <ul style="list-style-type: none"> • Assist the Payroll Officer with the preparation and processing of fortnightly payroll documentation. • Support the accurate administration of salary adjustments, increments, and contractual changes in accordance with the applicable industrial Agreement. • Assist with time in lieu, additional hours, leave management, and separation processes (e.g. resignation or retirement), using the College's leave and entitlement management systems. • Maintain and update payroll records in Synergetic, including changes to FTE, new starters, and terminations. • Provide administrative support for external payroll-related submissions and reporting, including superannuation, long service leave (LSL), WorkCover, and novated leasing. • Maintain strict confidentiality of all payroll and employee-related data in line with privacy and employment standards.
Child Safety	<ul style="list-style-type: none"> • Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety. • Assist in the provision of a child-safe environment for students. • Demonstrate duty of care to students in relation to their physical and mental wellbeing.
Professional Development	<ul style="list-style-type: none"> • Be actively engaged in professional development in your area of work. • Be actively engaged in researching areas of interest relevant to directions provided in the school's strategic plan. • Continue to develop ICT skills on platforms to support work.
General Duties	<ul style="list-style-type: none"> • Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures. • Attend school meetings and after school services/assemblies, sporting events, mass, community and faith days as required by the Principal • Demonstrate professional and collegiate relationships with colleagues • Other duties as directed by the Director of Finance and/or Principal.
Skills/Attributes	<ul style="list-style-type: none"> • Strong attention to detail and a methodical approach to financial tasks. • Good analytical and problem-solving skills. • Strong interpersonal and communication skills, with the ability to liaise effectively with a range of stakeholders. • High level of computer literacy, including spreadsheets and accounting software.

STATEMENT OF DUTIES

- Familiarity with financial administration systems; experience with Synergetic is advantageous.
- Awareness of funding and grant processes relevant to the education sector.
- Awareness of financial regulations and accounting standards applicable in a school setting.
- Understanding of financial and resource management within a school environment.
- Ability to exercise discretion and maintain confidentiality when handling sensitive information.

Selection Criteria

Senior Finance Officer

SELECTION CRITERIA	
1. Commitment to Catholic Education	<ul style="list-style-type: none"> • A demonstrated understanding of the ethos of a Catholic school and its mission.
2. Commitment to Child Safety	<ul style="list-style-type: none"> • A demonstrated understanding of child safety. • A demonstrated understanding of appropriate behaviours when engaging with children. • Be a suitable person to engage in child-connected work. • Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check.
3. Qualifications and Experience	<p>Essential:</p> <ul style="list-style-type: none"> • One of the following combinations of qualification and experience is required: <ul style="list-style-type: none"> ○ Certificate IV in a finance-related field and at least five years of relevant experience in financial or accounting roles; ○ Diploma-level qualification in accounting or finance and a minimum of three years of relevant experience; ○ Bachelor's degree in accounting or finance and some relevant experience in a financial environment. • Strong computer skills, including experience with financial systems, spreadsheets, and office applications. <p>Desirable:</p> <ul style="list-style-type: none"> • Experience with Synergetic or similar school management/finance systems. • Understanding of financial operations within a secondary school or educational setting.
4. Communication and Interpersonal Skills	<ul style="list-style-type: none"> • Well-developed interpersonal skills, with the ability to engage effectively with a wide range of internal and external stakeholders. • Confident verbal communication and the ability to convey information clearly and respectfully. • Strong written communication skills, with the ability to prepare accurate and concise documentation.
5. Organisational and Analytical Capability	<ul style="list-style-type: none"> • High attention to detail and a methodical, accurate approach to financial tasks. • Strong analytical skills and the ability to identify and resolve problems effectively. • Ability to manage multiple priorities, work under pressure, and meet deadlines in a dynamic environment
6. Service Orientation and Continuous Improvement	<ul style="list-style-type: none"> • Commitment to service excellence and a team-oriented approach. • Willingness to support process improvement and contribute to a culture of innovation and efficiency

SELECTION CRITERIA

7. Confidentiality and Professional Conduct

- Proven ability to exercise discretion and maintain confidentiality in all financial and personnel matters.
- Demonstrated reliability in following procedures and maintaining accurate records.
- Commitment to upholding the College's standards of integrity, compliance, and professionalism.