



GREAT
SOUTHERN
GRAMMAR
ALBANY

POSITION DESCRIPTION

POSITION: FINANCE OFFICER – PAYROLL AND ACCOUNT PAYABLES

Employment status	Permanent full-time subject to successful probation period.
Department	Finance
Reports to	Finance Manager
Last revised	August 2025

ABOUT GREAT SOUTHERN GRAMMAR

Our School:	Great Southern Grammar is a vibrant independent Christian co-educational day and boarding school for students from Pre-Kindergarten to Year Twelve.
Our Values:	Respect Integrity Courage Compassion
Our Vision:	Create YOUR impact. All Great Southern Grammar graduates are beacons of light in the world, having a positive, lasting impact in their communities for the common good.
Our Mission:	Passion Purpose Joy We are a forward-looking school called to ignite passion , shape purpose and cultivate joy . All students experience success and come to know their important place in the world.
Our Core Strengths:	Place Community Learning & Care Experience People.

POSITION PURPOSE

Provide effective, efficient and confidential support to enable the timely and accurate management of the School's payroll and accounts payable functions.

CREATE YOUR IMPACT

RESPONSIBILITIES

The responsibilities which are all interlinked include, but are not limited to, the following:

ACTIVELY SUPPORT SCHOOL OPERATIONS

- Comply with all relevant legislative, regulatory obligations, school's codes, policies and procedures;
- Complete administrative and operational activities in alignment with school's requirements; and
- Be willing to undertake tasks as requested by the Principal or their delegate.

UNDERTAKE THE EFFECTIVE PROCESSING OF PAYROLL

- Prepare the fortnightly payroll in an accurate, confidential and timely manner;
- Maintain accurate employee pay and leave records in the school's payroll information system;
- Manage accurate and timely preparation and distribution of pay slips, related payroll documentation, reports and notifications;
- Attend to staff enquiries regarding payroll and superannuation matters, salary packaging and leave entitlements, ensuring accurate information is provided promptly;
- Support and work collaboratively with the HR Advisor to undertake salary reviewed and ensure accuracy of pay levels and allowances;
- Maintain and update procedures relating to payroll; and
- Other payroll-related duties under the direction of the Finance Manager.

UNDERTAKE THE EFFECTIVE MANAGEMENT OF ACCOUNTS PAYABLE

- Create and maintain accurate creditor details in the School's accounting system;
- Undertake the accurate coding and timely processing of invoices and payments, ensuring authorisations are in accordance with school policies and procedures;
- Assist staff with school purchasing processes and monitor outstanding purchase orders and approvals;
- Assist the Senior Finance Officer in maintaining the School's asset register;
- Maintain and update procedures relating to accounts payable; and
- Other accounts payable related duties under the direction of the Finance Manager.

PROVIDE SUPPORT TO THE FINANCE DEPARTMENT

- Assist with the provision of timely and accurate information to auditors;
- Assist with the monitoring of operational budgets; and
- Familiarisation with the duties and responsibilities of the Senior Finance Officer and Accounts Receivable Officer to provide onsite backup when required.

PROVIDE EXCELLENT CUSTOMER SERVICE

- Promote a welcoming and positive environment;
- Respond to internal and external requests promptly and effectively; and
- Maintain a strong customer service focus in all interactions with staff and students.
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WORKING RELATIONSHIPS

Internal	Head of Business Operations, Finance Manager, HR Advisor, Finance team, Business and Administration team, teaching staff, facilities team, Boarding House team.
External	Providers/suppliers

EDUCATION, KNOWLEDGE AND EXPERIENCE, SKILLS AND ABILITIES

Education/Qualifications

Essential

- Working with Children Check clearance;
- Satisfactory National Police History Check;
- Hold appropriate Australian work rights;
- Maintain the currency of specific expertise through a commitment to ongoing professional development.

Desirable

- Certificate or diploma in accounting or business administration.

Knowledge and Experience

Essential

- Demonstrated payroll and accounts payable experience;
- Demonstrate understanding of the compliance requirements associated with the role;
- Working knowledge of Microsoft Office programs, particularly Microsoft Excel;
- A sound knowledge and understanding of relevant legislation, regulations and employment agreements; and
- Knowledge of safe work practices and a commitment applying them.

Desirable

- Experience in the education sector or not-for-profit sector.

Skills and Abilities

Essential

- Strong attention to detail, problem solving and critical thinking abilities;
- Strong interpersonal skills, enabling harmonious and positive relationships;
- Strong written and verbal communications skills;
- Strong time management and organisational skills; and
- Demonstrated ability to work autonomously and as part of a team.

Desirable

- Sound money handling skills.

COMMITMENT TO CHILD SAFETY AND CHRISTIAN VALUES

Great Southern Grammar is deeply committed to safeguarding the wellbeing of all students and staff. We expect every staff member and volunteer to uphold this commitment by strictly adhering to our child protection policies and comply with all relevant laws and regulations.

Staff are expected to demonstrate empathy and embody the values of the School in their daily interactions.

Please note that Great Southern Grammar is a smoke-free campus.

CREATE YOUR IMPACT