



## St Catherine's School

# POSITION DESCRIPTION ACCOUNTS OFFICER

---

Department	Business Office	Reports to	Finance Manager
School Charter	As a leading girls' school in Australia, St Catherine's is committed to nurturing and empowering independent and globally responsive young women, enabling them to approach all their endeavours with confidence, wisdom, and integrity.		
Our Vision and Values	<b>School Values:</b> Integrity, Curiosity, Perseverance, Empathy, Gratitude 'A St Catherine's student approaches her dealings with all others with absolute and unwavering <b>integrity</b> . She approaches both her work and the world around her with a sense of <b>curiosity</b> . She will always <b>persevere</b> , even when the path ahead seems challenging. She displays genuine <b>empathy</b> and <b>gratitude</b> at all times.'		
School Motto	<i>Nil magnum nisi bonum</i> - Nothing is great unless it is good.		

## Introduction

Reporting to the Finance Manager, the Accounts Officer is a key member of the School's Finance team and oversees the School's Accounts Payable and Accounts Receivable functions. In addition, the Accounts Officer provides assistance with month end processes and reconciliations. This role has a front line customer service focus, providing support and assistance to staff, parents, and the School's auxiliaries. The Accounts Officer is expected to contribute to the efficient operation of the Business Office and work closely and effectively as part of the team.

It is expected that in all dealings with the School community, including staff, parents, students, suppliers, and members of Council, the Accounts Officer will present a highly professional, friendly, and responsive attitude reflecting the high quality service to be provided by the Business Office.

It is expected that all staff at St Catherine's will embrace the School's strategic intent and goals, particularly in regard to the School's values and traditions and our Culture of Thinking.

We seek to appoint a highly skilled professional, who embraces school life and contributes to the community.

## SPECIFIC RESPONSIBILITIES

- Managing accounts payable, accounts receivable, and bank reconciliation.
- Assist in the processing of debtors payments.
- Oversee the purchasing process.
- Assist in the month end process.

## SPECIFIC TASKS

### Accounts Payable

- Ensure the timely and accurate payment of invoices by cheque or Direct Bank credit within the cash flow requirements of the School and creditors trading terms.
- Liaise with staff to ensure the completion of a correct document trail, receipt of goods, and correct authorization, prior to payment to a Creditor.
- Reconciling transactions in the School's Synergetic database system.
- Manage the processing of accounts payable cheques and electronic batches ensuring appropriate authorisation is in place prior to processing.
- Perform reconciliations of supplier invoices with statements and ensure accuracy of supplier payment details.
- Provide advice of daily cheques posted to the Finance Manager for meeting current and future cash flow requirements.
- Ensure the secure storage of cheque stationery and timely re-ordering.
- At each month end reconcile the Creditors' balance against the Creditors' Control Account and advise the Accountant of the reconciled positions to facilitate system rollover.
- Maintain Asset Register in collaboration with Accountant.
- Oversee Business Office Petty Cash function.

### Accounts Receivable

- On a daily basis, accurately process into Synergetic, all General Ledger and Debtor credit card, cheque, and cash receipts ensuring batches are balanced.
- Prepare bank deposit slips and facilitate the banking collection and depositing process.
- Maintain close communication with the Accountant in relation to Debtor receipting to facilitate effective credit controls and collection procedures.

### Purchasing Officer

- Prepare and/or review Purchase Orders for approval and signature.
- Advise the Deputy Business Manager of any issues relating to Purchase Orders.
- Process the Purchase Orders in a timely and accurate manner.

## General Accounting Duties

- Assist with Fee Billing as needed or as requested by the Finance Manager.
- Data entry and file maintenance, importing, and reconciliations.
- Liaising with internal stakeholders regarding reimbursements, credit cards, and petty cash.
- Liaising with the School's Auxiliary groups to ensure all Business Office administration and financial needs are met.

## Child Safety Responsibilities

- Provide students with a Child Safe environment.
- Ensure and promote the safety of children from diverse backgrounds including children from culturally and/or linguistically diverse backgrounds, Aboriginal children, and children with disabilities.
- Be familiar with and comply with the School's Child Safe policy and Child Safe Code of Conduct, and any other policies or procedures relating to child safety.
- Participate in the School's Child Safe training programs as required.
- Raise any child safety concerns with the School's Child Safety Champions.

## Key Selection Criteria

- Minimum 2 years' recent experience in a similar role.
- Sound understanding of financial controls and processes.
- Ability to manage a variety of tasks simultaneously, prioritise effectively, and manage deadlines.
- Demonstrated high level skills in the Microsoft Office Suite; e.g. Advanced level Microsoft Excel, Word, and Outlook, proficient in PowerPoint and Database Programs.
- Experience using the Synergetic Database system would be desirable.
- A strong customer focus, servicing both internal and external customers.
- Ability to work collaboratively and supportively in the Business Office team environment.
- Strong business communication skills, including the ability to write clear reports and letters.
- Positive attitude and openness to change and innovation.
- Excellent presentation and verbal communication skills.
- Demonstrated attention to detail, accuracy, and problem-solving skills.
- Outstanding professionalism including highly developed customer service skills and interpersonal skills.
- Experience handling sensitive and confidential information.
- Previous experience in the Education industry would be highly regarded.
- Current Working with Children Check.
- Willingness to uphold the ethos and values of the School at all times.

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of duties attached to this position. The Position Description is subject to review in response to the changing needs of the School and the development of skills and knowledge of the successful incumbent.

---