

POSITION DESCRIPTION

Finance Officer: Accounts Receivable

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LOAD	0.7 FTE
RESPONSIBLE TO	Head of Finance
EMPLOYMENT TERMS	<ul style="list-style-type: none"> • Employment is in accordance with terms and conditions as outlined in the Catholic Education Multi-Employer Agreement (CEMEA 2022) • Remuneration is in accordance with the CEMEA 2022 and dependent on skills and experience
PREPARED BY	Head of Finance Director of Business Services
ISSUE: 03	DATE: March 2026

All staff members of Siena College are expected to support and promote the College’s mission. Siena College, a Catholic secondary school in the Dominican tradition, engages young women in a challenging education that empowers them with the personal resources to make a difference in the world, by searching for truth through a culture of lifelong learning.

The College has a universal expectation for the protection of the young women in its care and is committed to ensuring that all staff promote the inherent dignity and fundamental right of students to be respected and nurtured in a safe school environment. This commitment is drawn from and inherent to the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel. The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously and responds in line with the organisation’s policies and procedures.

The Finance Team provides company accounting services to ensure the College meets all financial transactions, reporting and compliance requirements. In a busy and dynamic environment, the team provides professional and friendly support to staff, parents, suppliers, and stakeholders.

Reporting to the Head of Finance, the Accounts Receivable Finance Officer’s major areas of responsibility are:

- Undertake the function of Accounts Receivable processing,
- Monthly reconciliations and follow up family fees and charges,
- Support the Finance team in meeting deadlines
- Document Finance Procedures in the Financial Services Procedural Manual

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Key Criteria

- Certificate or Diploma in Finance
- 3 – 5 years' experience in a finance team
- Excellent Microsoft Office skills
- Excellent knowledge in Synergetic Debtors module
- Strong communication skills

1. Accounts Receivable

- 1.1. Process daily receipt from all College bank accounts.
- 1.2. Process all EFTPOS and credit card receipts.
- 1.3. Upload all non-fee related debtor charges in Synergetic.
- 1.4. Prepare, communicate and distribute annual school fee statements to all families.
- 1.5. Prepare quarterly invoices for music accounts and other supplementary accounts.
- 1.6. Process monthly fee instalments and email statements to debtors.
- 1.7. Process International Student fees in November and May of each year
- 1.8. Prepare monthly direct debit fees batch and process in NAB connect.
- 1.9. Generate invoices for all sundry debtors and reconcile sundry debtor's ledger.
- 1.10. Process late fee charges on relevant debtor accounts and follow up promptly by phone for all overdue accounts.
- 1.11. Process standard journals, where appropriate.
- 1.12. Process adjustments and credits for new students and withdrawals.
- 1.13. Ensure correct treatment of GST for all transactions.
- 1.14. Verify that transactions comply with financial policies and procedures.
- 1.15. Update Synergetic with notes and details of payment arrangements made with debtors or as instructed by the Head of Finance.
- 1.16. Ensure statements and reminders for all school fee accounts are issued.
- 1.17. Liaise with families in regard to all general school fee enquiries.
- 1.18. Liaise with Edstart regarding families using this service.
- 1.19. Conduct continued regular follow up of the collection of school fee accounts including liaising with families and reporting defaults to the Head of Finance and Director of Business Services.
- 1.20. Identify and assist with the processing of families eligible for fee variations including application review and communication outcome.
- 1.21. Daily follow up on all emails received in the finance inbox, providing prompt responses on all enquiries.
- 1.22. Follow up on all debtors with declined credit card and EFT payments and update

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Synergetic with necessary details.

- 1.23. Provide regular reports of fee uptakes i.e yearly, termly, monthly, Edstart for the Principal and Director of Business Services.
- 1.24. Carry out tasks and responsibilities associated with end of month and end of year processing
- 1.25. Support maintenance of equity and general excellence scholarships
- 1.26. Administration of Camp, Sports and Excursion Fund
- 1.27. Administration of events ticketing software for receipting (eg Edsmart, Trybooking, etc)
- 1.28. In collaboration with the IT Department, set up, management and administration of the College Community portal to facilitate fee statement generation in November/December each year to support fees in advance
- 1.29. Make fee variation recommendations including draft letter for consideration by Head of Finance
- 1.30. Draft overdue fees correspondence in line with delegates of authority for consideration by Head of Finance.

2. Banking

- 2.1. Process cash, cheque and EFT receipts for school fees.
- 2.2. Process all direct receipts and charges on the bank statement.
- 2.3. Prepare and process Direct Debit and Direct Credit payments for school fees.
- 2.4. Collate and process sundry receipts and fundraising.

3. Enrolment Applications & Confirmation of Registration

- 3.1. Process Enrolment Applications upon receipt.
- 3.2. Process Confirmation of Registration receipts, including scholarship and building fund donations.
- 3.3. Reconcile all related General Ledger accounts.

4. Other

- 4.1. Ensure the confidentiality and security of all financial records.
- 4.2. Provide support for the accounts payable function as required.
- 4.3. Embrace the use of information and communication technology, particularly Synergetic, to enhance the effectiveness of Business processes.
- 4.4. Support and administration of donations to School Building Fund and Scholarship Fund
- 4.5. Assist the Head of Finance with the external audit process.



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- 4.6. Reception relief as required.
- 4.7. Other duties as directed by the Principal, Director of Business Services and Head of Finance
- 4.8. Be familiar with and conduct other finance functions such accounts payable and others, as requested.

5. General accountabilities for all Staff

- 5.1. Demonstrate duty of care to students in relation to their wellbeing
- 5.2. Be well informed and comply with the College's obligations in relation to Child Safe Standards and processes for reporting suspected abuse
- 5.3. Adhere to the College's professional dress code for staff
- 5.4. Attend all relevant staff meetings, assemblies, College Masses, community days and staff professional learning days
- 5.5. Demonstrate professional and collegial relationships with colleagues
- 5.6. Commit to and actively support the College's agenda for continuous improvement through participation in school improvement planning as required
- 5.7. Demonstrate alignment and support for the Catholic and Dominican ethos of the College
- 5.8. Support the Mission, Vision and Values of the College as articulated in the Strategic Plan
- 5.9. Be familiar with and comply with all College policies and procedures

Professional Learning

Attend relevant Professional Learning sessions including:

- Synergetic software
- Microsoft Office
- Other training as appropriate