



Position Description

Position:	Finance Operations Officer
Appointed by:	The Principal
Responsible to:	The Finance Manager as Business Manager's delegate
Location:	Garnsey Campus

School Overview

Gippsland Grammar provides an outstanding contemporary, holistic education where our Community has a shared understanding of what we learn, how we learn and who we teach. Our School culture is centred around our core values of Compassion, Leadership, Excellence, Responsibility and Respect and develops people of character who act with integrity and wisdom.

At Gippsland Grammar responsibility for the protection of children is shared because children are safeguarded only when all individuals accept responsibility and work together and play their part in keeping children and young people safe from harm and abuse.

All staff are required to:

- Comply with the School's Student Protection Program (including the Student Protection and Safety Policy, Student Protection Staff Code of Conduct, and Make a Report Procedure), as well as their legal and professional obligations with respect to the prevention and reporting of actual or suspected child abuse and reportable conduct.
- It is each such staff member's individual responsibility to be aware of key risk indicators of child abuse or reportable conduct, to be observant, and to raise any concerns they may have with one of the Principal, the Executive Leadership Team, the School's Student Protection Officers (and/or with external agencies, where required). In this regard, staff are encouraged to voice their concerns, no matter how minor, trivial or insignificant.
- All contractors and volunteers involved in student-connected work are required to adhere to the School's Student Protection and Safety Policy and Student Protection Staff Code of Conduct and are responsible for contributing to the safety and wellbeing of students in the school environment. They too have obligations with respect to the reporting of actual or suspected child abuse or reportable conduct allegations.

Again, it is the School's expectation that contractors and volunteers are attuned to their individual responsibilities and act in accordance with their internal and external reporting obligations, and the School's policies and procedures (including the Student Protection Program).

Position Overview

The role of Finance Operations Officer as a member of the Financial Operations Team will ensure that all services of the Finance Operations Team are delivered to the school in a timely and accurate manner. The objectives of the position include:



- To provide efficient, accurate and reliable finance operations support for the School and the Business Manager
- To liaise with all debtors, creditors or school staff in relation to their financial transactions and/or operations with the School.
- To continually strive to improve and streamline the finance operations processes.
- To acknowledge the commitment of the School to being Gippsland's leading independent school and to strive, in association with others, to continually work towards achieving this aim.

Requirements, Duties and Responsibilities:

1. School Debtors (Accounts Receivable)

- Recover all School fees and charges
- Prepare and process accounts including mailing to parents
- Follow up overdue accounts in accordance with the School fee collection policy and debtor procedures.
- Maintain records of all discounts and concessions and apply to accounts
- Liaise with the Registrar to maintain family and student records
- Maintain records of family and student deposits, reconcile regularly with the general ledger and provide accurate details of refunds due
- Process and distribute parents' claims for external subsidies or bursaries.
- Liaise with debt collection agencies in consultation with The Business Manager

2. School Creditors (Accounts Payable)

- Match invoices with purchase orders ensuring appropriate assignment of accounts and cost centres.
- Complete all necessary tasks to ensure payment of creditors in a timely fashion

3. School Payroll

- Maintain up to date payroll records for all school employees, including PAYG withholding details, superannuation fund details, agreed employment conditions and pay details.
- Maintain and process any payroll deductions.
- Enter salary re-imbursments for school expenses incurred.
- Maintain up to date and accurate leave records.
- Calculate and perform payroll adjustments where necessary
- Complete regular scheduled pay runs in a timely manner according to the schools payroll schedules
- Calculate termination and severance payments



4. Banking

- Process and bank all monies received i.e. cash, cheques, EFTPOS, direct debit, BPAY, Credit Card payments, PayPal and other all other monetary credits
- Maintain and reconcile cash floats and petty cash.
- Counting and banking of any other money (eg. clothing shop, social service)

5. Month End

- Ensure Debtors/Creditors/Payroll Trial Balance(s) reconcile to Debtors/Creditors/Payroll General Ledger account on the final day of each month.

6. Year End

- Assist with the collection of fees in Advance until the last working day in December
- Ensure Debtors/Creditors/Payroll Trial Balance reconciles to Debtors/Creditors/Payroll General Ledger account as at 31 December
- Provide Accountant with listing of family and student deposits at 31 December, highlighting those deposits expected to be paid out in the following twelve months

7. Other

- Liaise with external auditors where directed by The Business Manager
- Provide assistance to reception where necessary.
- Perform other tasks as directed by the Principal or Business Manager
- Ensure all finance operations are completed in-line with the schools financial governance policy.

8. Professional Responsibilities

- Work collaboratively as a member of the Finance team to ensure best possible outcomes for the school.
- Actively engage in professional development activities and contribute to improved professional skills, pastoral skills and knowledge.
- Actively engage in Team and Staff meetings.
- Adhere to and abide by the expectations set out in the School's policies and procedures, including Gippsland Grammar's Guidelines for Professional Behaviour.



- Compliance with the School's OHS requirements and other requirements (including in respect to anti-discrimination), as mandated by legislation.

9. Child Safety

Staff are responsible for supporting the safety and wellbeing of the School's students as follows:

- a. Behave as a positive role model to students, including through words, conduct and actions.
- b. Actively promote the safety, welfare and wellbeing of students.
- c. Provide a learning experience which is consistent with the School's and relevant professional or occupational codes of conduct, which supports students to achieve their personal best, and takes into account individual learning and behavioural needs.
- d. Act consistently (both in person and in the online environment) with the School's student safety and wellbeing strategies.
- e. Be vigilant and proactive with regard to student safety and child protection concerns, and take all reasonable steps to protect students from such harm (examples of which include, but are not limited to bullying, discrimination, grooming, harassment, neglect, sexual misconduct, sexual offences, physical violence, reportable conduct and victimisation).
- f. Encourage and support students who raise safety concerns (including about actual and suspected child abuse or reportable conduct).
- g. Provide age-appropriate supervision for students.
- h. Comply with any directions, guidelines, policies, procedures and rules promoted by the School with respect to student safety.
- i. Knowledge understanding and adherence to all School and staff obligations regarding student safety, including Ministerial Order 1359 – Child Safe Obligations other child safe requirements mandated by legislation (as amended from time to time).
- j. Commitment to providing a child safe environment and child safe conduct in all aspects of employment at the School.
- k. Comply with all aspects of the School's Child Protection Program, including the School's Child Safe Policy Statement and Child Safety Staff Code of Conduct.
- l. Willingness, understanding and ability to report student safety concerns in line with the School's policies (such as the Make a Report Procedure) and applicable mandatory reporting requirements.
- m. Complete annual training in Child Safety as required.



10. Pastoral

- This position includes duties associated with a support staff role, including demonstrated empathy and skills in providing pastoral support to students within the pastoral care framework.

Key Selection Criteria

Qualifications

- a) Current and valid employee level Working with Children Check (**WWCC**).
- b) Evidence of completed First Aid Training – Apply First Aid HLTAID003 or higher level (or willingness to obtain).

Essential Criteria

- c) Satisfactory National Police Check.
- d) Exhibit personal behaviour reflective of the Anglican ethos of the School, and which aligns with the School's Vision, Mission and Values.

Desirable Criteria

- e) Appropriate office administration qualifications and/or experience in a small to medium-sized and diversified organisation
- f) Computer literacy including an ability to work with a double entry accounting system, and the Microsoft Office suite.
- g) Ability to work unsupervised and under pressure
- h) Ability to meet deadlines
- i) Ability to communicate effectively including liaison with staff across the organisation

Statement of Commitment to Child Safety

Creating and maintaining a student safe culture requires input from the entire School community. Our aim, is to provide a safe environment that aligns with the core values of academic care at Gippsland Grammar; compassion, leadership, excellence, respect and responsibility.

If applying for a position, please note that Gippsland Grammar is a child safe environment. Every child has a right to be safe, and at the School, we take a zero-tolerance approach to any behaviours that jeopardise student safety (including child abuse and reportable conduct).



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As such, preferred applicants will be subject to child protection screening, background and reference checks, verification of identity checks and must adhere to the School's child safe practices, as outlined in the Student Protection Program policies on the School's website.

This Position Description is a guide only, and is not intended to be an exhaustive or exclusive list of duties for this position.