



Kilbreda College

FINANCE OFFICER

MAY 2026

ROLE DESCRIPTION

Kilbreda College is governed by Kildare Ministries and administered by the Kildare Education Ministries Board.

Position:	Finance Officer
Tenure:	Ongoing, 0.80FTE; Category C
Remuneration:	According to the CEMEA 2022 as updated from time to time, based on College needs, qualifications and experience (Level 3)
Hours of Work:	8.00am -4.00pm 30 minute unpaid lunchbreak NOTE: Some flexibility is required with days and hours due to the scheduling of College events and meetings
Reports to:	Finance Manager
Key Internal Liaisons:	Business Manager HR Manager Accounts Officer Fees Officer Budget Holders

All staff members of Kilbreda College are expected to support Catholic education in the Brigidine tradition as expressed in the College's vision and mission statements. Leaders are expected to reflect the values of Kildare Ministries in the way that they perform their leadership role and in the relationships they form with all members of the College community. Each staff member's role is designed to contribute to the best possible educational outcomes for all students, enhance the community's strengths and ensure careful stewardship of the College's resources.

The **Finance Officer** is an integral member of the Finance Team, playing a key role in the organisation and management of the College. The Finance Officer needs to be supportive of the College mission and values whilst supporting the Finance Manager to undertake the role with the highest standards of confidentiality and integrity.

Child safety: It is an expectation that every staff member be familiar and comply with, the College's Child Protection and Safety Policy, Code of Conduct and any other policies or procedures relating to child safety.

KEY RESPONSIBILITY AREAS

1.0 Payroll

- 1.1 Preparation and processing of payroll on a fortnightly basis in accordance with the CEMEA 2022 (as updated from time to time) guide and Single Touch Payroll requirements, including salary variations, pro-rata holidays, leave loading and position allowance
- 1.2 Reconcile superannuation payable and prepare fortnightly payments
- 1.3 Process fortnightly payments for amounts salary sacrificed by staff to the various service providers
- 1.4 Monthly reconciliation of the payroll related general ledger accounts
- 1.5 Process all electronic payment transfers relevant to payroll to meet all deadlines
- 1.6 Calculating Position Allowance, pro-rata holidays and annual leave loading payments
- 1.7 At the end of the ATO year, reconciling all payroll general ledger accounts prior to running the final Single Touch Payroll Report and forward the end of financial year PAYG file to the ATO to meet reporting requirements
- 1.8 Attend any information sessions with the Finance Manager and Business Manager in relation to changes to or new certified Agreements
- 1.9 In conjunction with the Finance Manager, calculate/process when required, any certified Agreement increases, when they arise
- 1.10 Provide support and assistance to the Finance Manager, Business Manager and HR Manager in respect to payroll calculations when required
- 1.11 Prepare and update each term an accurate overview of all contract variations and records of staff leave taken
- 1.12 Liaise with the College Banker when needed in respect of transactional, electronic and credit-based banking matters relevant to payroll
- 1.13 Assisting staff with payroll queries as required

2.0 Leave Management

- 2.1 Maintain accurate leave records for staff in CEVN Personnel Record System (PRS) and Synergetic, based on EMS360 data
- 2.2 Processing all long service leave records, payments and receipts to the VCEA by the required deadlines for the taking of long service leave
- 2.3 Processing all parental leave payments and reimbursements from Centrelink
- 2.4 Maintain leave management systems to ensure data is available to staff as requested
- 2.5 Cross reference EMS360 data with the Daily Organisation report and ensure the HR Manager is contacting staff with discrepancies
- 2.6 Support the Business Manager and HR Manager with Workcover claim preparation as requested

3.0 Other Duties

- 3.1 Liaise with College Auditors regarding College interim and end of year audits relevant to payroll matters including preparing the necessary reports for the annual audit
- 3.2 At the end of ATO financial year provide the staffing details for the Annual Declaration of rateable Remuneration – Workcover Insurance to the Finance Manager to ensure its timely remittance
- 3.3 Assist with the preparation of the Annual FBT returns
- 3.4 Ensure the data required for WGEA reporting is prepared to meet required deadlines
- 3.5 Liaise with and support the Finance Manager with the Annual Salary Budget
- 3.6 Provide support and advice to the Finance Manager in a professional capacity in respect of payroll calculations when required

- 3.7 Maintain accurate staffing records, including setting up new employees, and processing updates as required on the Synergetic and online databases in the CEVN system (OSR and PRS).
- 3.8 Assist in completing the midyear and annual reporting requirements and incremental change overview for CEVN
- 3.9 Support day to day receipting and banking when necessary, including bank reconciliations
- 3.10 Manage all relevant reports for financial reporting and auditing purposes
- 3.11 Assist in identifying new processes and procedures to improve efficiency and implement revised internal controls as agreed
- 3.12 Maintain procedures manual and update as necessary, including the Synergetic Payroll module
- 3.13 Ability to work with and support the Fees Officer and Accounts Officer as required, including the follow up of debtors and payment of suppliers
- 3.14 Professionally raise any matters of concern regarding payroll, taxation and superannuation with the Finance Manager or Business Manager as required

4.0 Professional Learning

- 4.1 Engage in all opportunities of professional learning offered to Kilbreda College staff
- 4.2 Participate in relevant professional learning and networking opportunities outside the College as requested and supported by the Finance Manager

5.0 General Accountabilities for all Staff

- 5.1 Demonstrate alignment and support for the Catholic, Kildare Ministries and Brigidine ethos of the College
- 5.2 Support and enact the Vision, Mission and Values of the College
- 5.3 Commit to and actively support the College's agenda for continuous improvement as outlined in the Strategic Plan and participate in school improvement planning
- 5.4 Be well informed and comply with all College policies and procedures, including obligations in relation to the Child Safe Standards and processes for reporting suspected abuse
- 5.5 Demonstrate duty of care to students in relation to their physical and mental wellbeing
- 5.6 Demonstrate professional and collegial relationships with colleagues
- 5.7 Adhere to the College's professional dress code for staff
- 5.8 Abide by all OH and S requirements of staff including knowledge of the relevant OHS policies and procedures
- 5.9 Attend all relevant staff meetings, assemblies, College masses, College Open events, information evenings, community days etc. and professional learning days / sessions

This statement of duties is not intended to be an exhaustive or exclusive list of duties assigned to the position. They are intended as a guide as to the responsibilities of the role. The position is subject to review and modification by the Principal (or nominee), in negotiation with the appointee, in response to the evolving needs of the College, and experience and expertise of the appointee.

Any significant additions to the responsibilities may be requested by the Principal (or nominee) through consultation and mutual agreement with the appointee.

SELECTION CRITERIA

The successful applicant will be an experienced finance officer, with payroll experience preferred.

They will:

- Demonstrate commitment to Catholic education and an understanding of the importance of charism and spiritual tradition in the life of an order-owned Catholic school
- Embrace ongoing professional growth for the benefit of their own learning and to enhance their role in and understanding of the College Mission and Vision
- Uphold the Child Safety Policies and staff Code of Conduct
- Be able to work autonomously and collaboratively within a team environment
- Be honest and compassionate, being able to deal with confidential information appropriately
- Think innovatively and show initiative and sound judgement in all matters
- Be motivated and committed to continual improvement and have a positive approach to problem solving
- Demonstrate excellent communication skills and good work ethics, being able to work flexibly and reliably as required
- Have sound organisational skills and be able to deal with matters decisively and in a timely manner (sound time management skills)
- Demonstrate excellent attention to detail and be attentive in all interactions
- Be able to engage with a range of stakeholders always showing respect and a positive attitude enabling the building of sound relationships with colleagues and those they interact with regularly

To complete the role successfully, the following professional experience, requirements, competencies are required:

- Hold appropriate qualifications in finance (Degree qualification in Finance/Accounting, CPA or CA qualification) advantageous
- Exposure to superannuation and taxation best practices
- Established knowledge, experience and success in a payroll administration position. A minimum of five years of experience is advantageous
- An in-depth understanding of payroll statutory compliance, practices, policies and guidelines
- Ability to work under pressure, to meet varying deadlines by coordinating and prioritising multiple tasks at any given time
- Understanding of Education systems, particularly the Catholic Education system in Victoria desirable (knowledge of VCEA/CEVN, OSR/PRS and Synergetic advantageous)
- Hold, or be able to obtain a Criminal Record Check (within the past 12 months) and an employee level Working with Children Check (or Current VIT registration)