

Position Details

Position	Accounts Payable Officer
Award	Educational Services (Schools) General Staff Award 2020
Agreement	Trinity Grammar School, Kew – Enterprise Agreement 2023
Award Classification	School Administration Services
Position reports to	Finance Manager

Position Summary

To assist the Finance Manager in the general administration and management of the financial activities undertaken by the School, working in a co-operative manner to ensure that all the services provided are delivered in the most efficient and effective way possible to ensure that the overall objectives are met.

Educational Support Staff Commitment

All members of the Educational Support Staff (ESS) team are expected to support each other in achieving operational and strategic goals and work towards the continuous improvement of the school's systems and programs. ESS must be willing to assist and support other members within the team in accordance with the School's expectations of collegiality and teamwork. The Director of Business or their delegate may assign reasonable duties in addition to the duties and responsibilities in this position description.

All ESS staff are employed in accordance with and under the Educational Services (Schools) General Staff Award 2020 and the Trinity Grammar School Kew Enterprise Agreement 2023, and the Award and Agreement that supersedes them.

Responsibilities and Duties

Accounts Payable Processes:

- Liaising with creditors and responding to internal/external queries including following up outstanding/disputed creditor invoices
- Obtaining approval of invoices from appropriate key personnel and heads of departments and faculties
- Accurately coding invoices with general ledger account numbers and GST codes
- Processing creditor invoices, including checking and matching to purchase orders
- Batching, posting, and filing creditor invoices electronically
- Running weekly EFT payment batches ensuring strict adherence to timeframes set by the Finance Manager
- Producing and sending remittance advices for all payments
- Utilising Alii, Synergetic, FlexiPurchase, and EFTsure effectively in daily operations.
- Verifying supplier banking details using EFTsure to minimise fraud risk.
- Managing Flexipurchase (credit card and virtual card expense management system), including reviewing and reconciling the submissions by card holders. Ensuring all supporting documentation is maintained.



- Reconciling the Principal and COO's credit cards monthly, ensuring all supporting documentation is maintained.
- Managing petty cash and reconciliations for such on a quarterly basis, and creating floats upon request
- Following up cheque payees for transition to BPAY or EFT
- Reconciling creditor statements regularly
- Effectively managing emails in high volumes
- Maintaining the prepayment register
- Identifying key expense accruals (eg. utilities, IT, telephone, and other periodical payments) for effective month-end / year-end reporting.
- Identifying opportunities to streamline payments to vendors and creditors / suppliers
- Maintaining supplier master data files within Synergetic
- Liaising with the School's external auditors, including the production of required reconciliations and reports

Administration Support

- Assist staff with purchase order and procurement processes
- Provide support and guidance to staff using Alii and FlexiPurchase
- Contribute to process improvements within the Finance Department.
- Provide assistance to the Accounts Receivable Officer when required
- Other tasks and duties as determined by the Finance Manager

Project: 2027 Implementation

- Support the Finance Manager in rolling out and embedding the mandatory purchase order process across all staff in 2027, ensuring purchase orders are obtained and approved prior to any expenditure being incurred.

Knowledge and Skills

- Highly developed oral and written communications and interpersonal skills
- Demonstrated ability to liaise effectively with all areas of the School
- Ability to develop, implement and maintain financial management operating procedures
- Financial management skills
- Strong attention to detail
- Ability to gather and process information quickly
- Ability to time manage
- Ability to work without supervision
- Ability to foresee potential problems and provide positive solutions
- Respond to and act upon internal/external enquiries
- Ability to empathise with all members of the School community, including staff, parents and students
- Patience and understanding with a caring and compassionate approach.
- Genuinely embodiment of the School's values through conduct, performance, and collegiality.
- Approachable, emotionally intelligent and with a positive mindset.



- A reliable and dependable person with professional integrity.

Selection Criteria

- Minimum 5 years' experience in accounts payable or similar finance role
- Knowledge of all facets of accounts payable management and procedure in a large organisation.
- An understanding of the statutory requirements of indirect taxes such as the GST
- Computer literacy, including Excel and other Microsoft Office applications
- Knowledge of Synergetic
- Experience in an independent or private school environment

Personal Qualities

- Professional, empathetic, and service-oriented approach
- Initiative and continuous improvement mindset
- Ability to build and maintain meaningful relationships with colleagues and the wider school community.

Connectedness and Collaboration

- Finance Manager
- Head of Finance & Bulleen Campus
- Chief Operating Officer
- Finance Team Members

Our Values

- Truth – seeking understanding.
- Courage – being our best selves.
- Community – connecting and learning together.
- Service – putting others first.

Policies and Procedures

All employees of Trinity Grammar School are expected and required to understand and adhere to all school policies and procedures. It is a condition of employment that all employees attend and participate in all training provided to them regarding policies and procedures in accordance with legislative requirements. A breach of school policy may result in disciplinary action.

Child Safety

Trinity Grammar is a school where the dignity of each person is recognised, respected, and fostered. The School has zero tolerance for child abuse and will treat very seriously all allegations and concerns. In line with its commitment to child safety, the School has put in place policies and procedures to uphold the Victorian Child Safe Standards. These standards aim to promote child safety, prevent child abuse, and set up processes to properly respond to allegations of child abuse.



All Staff at Trinity Grammar School are required to:

- have a current VIT registration or a current employee Working with Children Check;
- complete all mandatory reporting training and education relating to child safety;
- adhere to the School's Child Protection Policies, Staff Code of Conduct and associated policies and procedures;
- report suspected cases of child abuse in accordance with the School's policies.

Occupational Health and Safety

All employees must:

- take reasonable care for their own psychological and physical health and safety;
- take reasonable care not to adversely affect the health and safety of other persons;
- comply with reasonable health and safety instructions, as far as they are reasonably able, and
- cooperate with reasonable health and safety policies or procedures.

Approval

Developed by	Finance Manager
Approved by	Chief Operating Officer
Approval date	May 2026
Next review date	May 2029