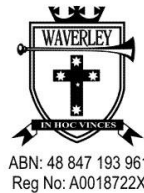


# WAVERLEY CHRISTIAN COLLEGE Inc

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## Position Description

**Position:** Accounts Officer  
**Campus:** Wantirna South & Narre Warren South  
**Employment Status:** FTE 1.0  
**Reports Directly To:** Accountant

## Ministry Specifications:

### Financial:

- Maintain accounts payable or receivable
- Follow up overdue accounts
- Process payment runs
- Account reconciliation

### Reports:

- Prepare, analyse and distribute monthly reports

### General:

- Assist with priority projects as directed
- Relieve General Office as required
- Filing and routine duties
- Provide support to the Accounts Team and Administration Team as required
- Flexibility in taking on varied tasks as required
- To actively pursue best practice in the areas of responsibilities

## Inherent Requirements of the Position

### Administration / IT Staff

- Prolonged periods of sitting
- Using a computer for a prolonged period of time
- Some repetitive actions (e.g. stapling, hole punching, collating)
- Occasional food handling and preparation
- Ability and licence to drive College cars, as required
- Occasional bending, lifting and carrying
- Standing tasks requiring twisting and turning

## **Occupational Health and Safety Responsibilities**

- Ensure, so far as is reasonably practicable, that work areas under your control are without risk to health and safety of occupants
- To have knowledge of, and comply with the College's OHS policies and procedures
- To comply with all safe work practices, ensuring reasonable care of your own health and safety and that of other staff, students and visitors
- Participate in relevant training and induction sessions
- To report all incidents and/or potential hazards to the Bursar and Property Manager as soon as possible

## **College expectations of you include:**

- Be familiar with, and supportive of, the College's policies regarding child safety
- Adherence to College Policies and Procedures
- Support of the Waverley Christian College ethos
- Upholding the College staff dress code

As part of your employment, you are expected to participate in a range of duties beyond clerical/administration responsibilities. The College Calendar provides additional detailed information. These duties may include, but are not limited to:

- Participation in relevant meetings
- Attendance at the first day for staff, Staff Retreat and end of year function

Some duties will need to be performed at times other than during the school day including on weekends. Your duties may be varied by the College from time to time in accordance with the College's operational requirements.