

# POSITION DESCRIPTION

## Business Office



**Westside**  
Christian College  
Achievement Belonging Care



## FINANCE OFFICER (Debtors) PERMANENT, FULL-TIME

### Purpose of the role

To work within the College's Protestant, Biblical framework and support the business operations of the College, especially in relation to collecting outstanding tuition fees.

### About the position

At Westside Christian College, we believe that every child is a special creation of God. Our purpose is to nurture children of all abilities and beliefs in a loving, supportive environment that helps them learn about the world and themselves. We believe that all young people should have the opportunity to achieve, belong and feel cared for.

Westside Christian College has an opportunity for a highly motivated **Finance Officer** to take ownership of the debtors function and work with families to ensure tuition fees are paid on time or have a suitable payment plan in place. There may also be scope to undertake other duties in the finance function (eg asset management), as well as being able to shadow the tasks of other staff in the Business Office. This position will also need to be able to relieve the College Receptionist and engage with student enquiries as part of maintaining a front-of-house presence and service to students and their families.

### Requirements of the position

As a Finance Officer you are part of a professional team of business personnel that strive to make sure the business functions of the College are always well-managed. You have excellent communication skills, are team-orientated, show a willingness to embrace the challenges of a changing educational context, reliable, trustworthy and ethical. All of our staff understand, support and uphold the *Statement of Faith* that underpins our College ethos, which is listed in the online advertisement.

This position will primarily undertake tasks relating to debt collection of tuition fees, but may also assist in other finance-related duties. Key requirements of the position include:

- a love for working in a team environment and interacting with families to create win-win outcomes for both the College and families
- demonstrated experience in working in a debt collection role, or similar role, with a good working knowledge of contemporary strategies and processes relating to debt collection
- highly developed interpersonal skills, including tact, humility and empathy, while pursuing the recovery of monies for tuition
- a mature, considered ability to handle sensitive conversations and procedures and the capacity to work productively with families in sometimes difficult situations – to be firm but fair in all dealings with families
- able to maintain confidentiality on sensitive information
- the ability to be flexible, and recognise that at times work processes can change and adapt, or local context might dictate a different approach in some instances
- the ability to work as part of a team and ask for help when needed, having already tried several solutions to a problem and also able to assist others in their duties as required

- a familiarity with business roles and procedures, to support a team environment and drive for best-practise procedures

A relevant tertiary qualification would be well regarded.

Applicants must be eligible to obtain a Blue Card before commencing employment with the College. Applicants must have a practising Christian faith and be actively involved in a church. For more information, please review the *Statement of Faith* and *Staff Lifestyle Requirements* available on the Application Form for this position, published on the College website.

The College reserves the right to perform additional qualification, criminal history or other relevant background checks as necessary to this position and you will be notified of any relevant checks if you are offered a position at the College.

### Position salary

The salary for this position will depend on the qualifications and experience of the successful applicant but will be in line with the College Enterprise Agreement.

### How to Apply

Please **complete the online application** on the College website, noting that the following documents will be requested for upload:

- A current **resume** which includes your qualifications, employment history, technical abilities and three current referees (one referee should be a current supervisor and another your Minister/Pastor).
- A **cover letter** providing any further information and how your skills and experiences make you an ideal candidate for this position
- Any **other documents** you may wish to show as part of your application (optional)

Note that you will also be asked to confirm your acknowledgement, understanding and acceptance of the College Lifestyle Requirements and Statement of Faith, both of which are viewable as attachments in the online application.

Applications must be submitted via the College website – ***printed copies cannot be accepted.***

**Contact details:** recruitment@wcc.qld.edu.au

**Closing date for applications:** 5pm, 31 March 2020

### Privacy

In order to progress this application, we request you provide some personal contact details. We will only use these details for purposes relevant to this application, and will not disclose them to third parties without your consent. In submitting this application, you acknowledge and consent to the College using your personal information provided to progress this application. Please contact the HR and Compliance Manager at the College on 3437 9000 if you have any questions or concerns about the way we handle personal information.

\* The College reserves the right to fill the position before the closing date and/or withdraw this vacancy prior to making an appointment

### About Westside

Westside Christian College is an interdenominational, Protestant co-educational Kindergarten to Year 12 College with an enrolment of over 1,100 students located in Goodna Queensland.

Our staff work hard to care to help our students achieve the best they can in the classroom, in their relationships with their peers and in extra-curricular pursuits and activities.

With the population in Western Brisbane/Ipswich expanding exponentially, this vacancy is an exciting opportunity for someone with experience and a passion for moulding young children to engage with. For more information about the College's mission and vision, please visit the school website at: <https://www.wcc.qld.edu.au/our-college/vision-and-mission/>.