

WAVERLEY CHRISTIAN COLLEGE Inc

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ABN: 48 847 193 961
Reg No: A0018722X

Position Description

Position: Accounts Payable Officer
Employment Status: FTE 1.0
Reports Directly To: Finance Manager

Ministry Specifications:

Financial:

- Maintain and update creditor/vendor database
- Process invoices and BAS payments
- Match invoices to Purchase Orders
- Ensure ABN and bank details matches that of supplier invoices
- Manage the approval and payment process
- Schedule weekly and ad-hoc payment runs
- Record and reconcile creditor accounts
- Maintain Contracts Register
- Complete credit applications
- Be the main contact for payment enquiries from internal staff and suppliers

Reports:

- Prepare and distribute monthly Curriculum Budget and Professional Development Report
- Prepare and maintain the Principal's and Head of Schools' Discretionary Fund Accounts and reports
- Prepare Catering Reports & other expense analysis reports as directed

Other Requirements:

- Support financial month-end and year-end processes and maintain relevant supporting documentation
- Identify and implement improvements to the Accounts Payable process
- Assist with asset stocktake as required

General:

- Assist with priority projects as directed
- Provide additional support to the Finance Team and Business Manager
- Flexibility in taking on varied tasks as required
- Ensure all OHS guidelines are complied with
- Actively pursue best practice in the areas of responsibilities

Inherent Requirements of the Role

Administration / IT Staff

- Contribute proactively to a culture of child safety
- Prolonged periods of sitting
- Using a computer for a prolonged period of time
- Some repetitive actions (e.g. stapling, hole punching, collating)
- 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 via the reporting system on the Staff Portal 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 your own 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

Your duties may be varied by the College from time to time in accordance with the College's operational requirements.