

## Finance Officer

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Emmaus College is a proudly co-educational Catholic college, established in 1980 through the amalgamation of St Thomas More College, a Christian Brothers' school for boys (1969 – 1979) and Chavoin College, a Marist Sisters' school for girls (1966 – 1979). The next stage of the amalgamation in 2025 was with Holy Saviour Primary School, Vermont South and St Timothy's Primary School, Vermont. The College operates over multiple campuses in Vermont South, Vermont and Burwood. One campus is dedicated to Years 7, 8, 10, 11 and 12, another campus is designated to the Year 9 program, Y9@E, and another is a dedicated Junior School K to Year 6. All staff at Emmaus may be required to work at any of our campuses.

**Our school motto:** To Know Christ

**College Vision:** To foster a community that nurtures the full flourishing of each learner, inspiring excellence as they come 'To Know Christ' on their own road to Emmaus

**College Mission:** Emmaus College, as a Christ centred Community, has fundamentally at the heart of its spirituality, the person of Jesus Christ. The story of the Walk to Emmaus in the Gospel of Luke and from which the College is named, nourishes our spirituality. Students are encouraged to live by the key core values of faith, community, respect, excellence, integrity and service and to empower them to achieve their best academically. Emmaus aims to ensure that learners acquire and utilise the knowledge and skills to be future-ready. Our mission as a Christ-centered community provides a caring and supportive environment that enables students to develop their full potential in all areas of life. Pastoral care is a key focus of the College and promotes and enhances student wellbeing of a personal, social, physical, emotional, cognitive and spiritual nature.

### EXPECTATIONS OF STAFF IN A CHILD SAFE SCHOOL

Emmaus College is committed to creating and maintaining a child-safe school environment. Students' care, safety, and welfare are embedded in policies and procedures that ensure a commitment to zero tolerance of child abuse. All actions and programs will maintain high ethical standards and work according to child safety standards and child protection reporting guidelines. All employees have a shared legal responsibility to contribute to a safe working environment for staff and students in their area. Emmaus College is an equal opportunity employer.

### Business Team

An efficient Business Team (Finance and Administration) is vital to the College's success. The Business Team at Emmaus College is committed to the provision of quality professional services for staff, students, and families, adding value to the College operations and programs. The Finance Officer has a role to play in this team to support team members to implement the efficient management of the College finances.

### The Position

The Finance Officer will support the College Finance Department by efficiently and accurately handling the Accounts Payable operations of the College at our Vermont South campus. The Finance Officer reports directly through the Finance Manager and Director of Business Operations to the Principal.

### Key Responsibilities and Duties

- Efficient processing of supplier invoices in a timely and accurate manner
  - Coordination of the appropriate approval of invoices and purchase orders
  - Accurately enter invoices into the accounts payable system and matching with purchase orders
  - Administration of the accounts payable inbox
  - Addressing accounts payable queries by liaising with suppliers and staff
  - Preparing payment runs, remittances, and supplier reconciliations.
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- Purchase order system maintenance
- Processing and recording cashier and Second-Hand Uniform Shop transactions
- Petty cash payments and reconciliations
- Other finance tasks, including assisting with accounts receivable, banking and receipting, month-end processes and reporting
- Supporting the financial requirements of the College as directed by the Finance Manager and Director of Business Operations
- any other duties as required by the Director of Business Operations or Principal

### **Experience and Qualifications**

The Finance Officer will be required to have a current Working with Children Check.

The Finance Officer will require computer skills and the ability to work with a high degree of accuracy. Experience with Microsoft Office software packages is desirable. The ability to use financial and accounting software systems is essential. This role requires knowledge of general office routines and systems, excellent interpersonal communication skills and a high degree of confidentiality, discretion, patience, tact, diplomacy and a genuine interest in working in a school environment to support students, families and staff.

### **Salary and Conditions**

The College performs thorough assessments of potential and existing employees. The screening process includes but is not limited to Criminal Records Checks and Working with Children Checks.

This is a full-time role; hours will be 8.00am to 4.00pm. This is an Education Support role under the VCMEA with the level dependent on the skills and experience of the applicant. Four weeks annual leave.

### **Professional Review**

This Position Description is intended as a framework for professional review.

This position statement is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. It is subject to review and modification by the Principal in response to the changing needs of the College and the development of skills and knowledge.