

NEWSTEAD CHRISTIAN SCHOOL

POSITION DESCRIPTION & SELECTION CRITERIA

POSITION TITLE:	Assistant Finance Officer
APPOINTED BY:	Principal and Business Manager
RESPONSIBLE TO:	Business Manager
AWARD/ POSITION CLASSIFICATION:	Educational Services (Schools) General Staff Award 2020
HOURS OF WORK:	10 hours per week (Term times) from January 2023

POSITION SUMMARY

Under the direct supervision of the Business Manager, the Assistant Finance Officer is responsible for accounts payable on behalf of the school, for the processing of reimbursements and providing support to the Business Manager

The Accounts Officer should provide a courteous, intelligent and reliable liaison between suppliers/debtors and the school. As the point of contact on the telephone and in person, this role is vital to the perceived image of the organisation by suppliers. A professional, enthusiastic image must therefore be maintained. A high degree of confidentiality must be exercised.

A methodical approach and attention to detail is required.

KEY RESPONSIBILITIES

**Processing
supplier
payments and
statements**

- Process supplier payments and statements. Ensure school policy on authorisation of invoices is complied with. Enter all invoices into computer accounting system. Match invoices to statements. Follow up any discrepancies;
- Process electronic fund transfers;
- Be a contact point for suppliers and potential suppliers;
- Process and bank cash receipts;
- Back up Business Manager when he is on leave (including payroll processing);
- Weekly Bank Reconciliation;
- Quarterly BAS;
- Credit Card statement reconciliation;
- Uniform Stock management

OTHER RESPONSIBILITIES

	<ul style="list-style-type: none">• Other reasonable duties as required by the Business Manager;• Bringing a Christian perspective to bear in all aspects of work;• Working proactively to ensure the health and safety of themselves and others;• Attendance at staff meetings when required;• Undertaking relevant training and development as and when required.
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SELECTION CRITERIA

Desired Personal Qualities	<ul style="list-style-type: none">• Be committed and active in their relationship with Jesus Christ, and expresses that relationship in appropriate Christian community. The expression of that faith will be consistent with NCS's Statement of Faith;• Demonstrate highly developed numerical, written and verbal communication skills;• Ability to work within a team environment;• Time and work management skills that ensure workload is managed and deadlines met according to agreed priorities;• Be able to appropriately handle sensitive information and maintain confidentiality.
Desired Professional Abilities	<ul style="list-style-type: none">• Accounts experience;• Customer Services experience;• Qualifications in Business Administration or Finance would be an advantage;• Experience in using Excel and willingness to learn our accounting system.

CONDITIONS OF EMPLOYMENT

<ul style="list-style-type: none">• This is permanent part-time position of approximately 10 hours per week during Term time;• Conditions of employment and pay rate are defined in the Educational Services (Schools) General Staff Award 2020;• Staff are expected to comply with all school policies;• A current Working with Vulnerable People (Employment) Card.
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