



TITLE	Finance Officer
EMPLOYMENT STATUS	Permanent, fulltime, 1 FTE
ORDINARY HOURS OF WORK	37.5 hours per week, Monday to Friday, 8:30am – 4:30pm with a 30-minute, unpaid lunch break, 52 weeks per annum
DEPARTMENT	Business Office
ENTERPRISE AGREEMENT	Launceston Church Grammar School, General Staff, Enterprise Agreement
EA CLASSIFICATION	School Administration Services Employee Grade 4.1
REPORTS TO	Finance Manager
REPORTS	Nil
LOCATION	Senior Campus

Scope of position

This position is a client facing role, liaising with staff, students, parents and other community members. It is responsible for the efficient processing of accounts receivable for the School. Main tasks include billing, receipting, reconciliation and monitoring of parent accounts.

Duties and Responsibilities

FEES, BILLING, AND ACCOUNTS RECEIVABLE

Preparing Invoices:

- Generate detailed invoices for student fees, levies, and other school activities.
- Ensure that all charges are accurate and reflect the current fee schedule.

Receipting Payments:

- Record payments received, including donations, and provide timely receipts.
- Send out updated monthly account statements to parents or guardians.

Resolving Account Discrepancies:

- Review account statements and transaction records to identify any inconsistencies.
- Communicate with relevant parties to address any discrepancies in a timely manner.

Overdue Payments and Debt Collection:

- Identify any overdue payments and follow up in accordance with procedures.
- Communicate with debtors via phone or email and maintain professionalism while discussing payment obligations.
- Maintaining a high level of confidentiality, negotiate with parents to provide feasible payment plans as required, with the approval of the Finance Manager or CFO as needed.

COMMERCIAL DEBTORS

Receipting Payments:

- Process payments made against specific customer codes.
- Follow up outstanding debtors and resolve.

Invoicing for Facilities Hire:

- Create invoices for the hire of school facilities and other business-related activities.
- Include all relevant details such as hire period, rates, and terms of use.



GENERAL DUTIES

- Daily receipting and cash handling including petty cash reconciliations, including liaising with students, parents and staff.
- Completion of daily bank reconciliations.
- Any other tasks as directed.
- Participate in professional learning to update knowledge and practice, targeted to professional needs and school and/or system priorities.
- Understand the implications of and comply with relevant legislative, administrative, organisational and professional requirements, policies and processes.
- Establish and maintain respectful collaborative relationships with colleagues, students, parents and the community.
- Support other roles within the finance team.
- Any other duties as required by Manager.

Key Selection Criteria

- **Cert IV in Business Administration** or equivalent competency.
- Minimum **2 years' experience** in a similar role
- Relevant recent experience with a computerised financial system.
- Previous experience in an administrative role within a school environment would be an advantage.
- Experience in the use of proprietary software, is desirable.
- Ability to analyse systems and procedures; and recommend and implement efficiency improvements.
- Proficient use of IT hardware and software, particularly Microsoft Office applications.
- Proficient use of databases, including data input and retrieval.
- **Working with Vulnerable People Registration** — Department of Consumer, Building and Occupational Services.
- Current **HLTAID012 First Aid qualification** (Provide a First Aid Response in an Education and Care Setting)
- **National Police** Check or willingness to obtain
- An understanding and commitment to the School's policies in relation to Child Safety

WORKPLACE HEALTH AND SAFETY (WHS) – WORKER

While at work, a worker must:

- take reasonable care for his or her own health and safety
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the School to allow the person to comply with this Act
- cooperate with any reasonable policy or procedure of the School relating to health or safety at the workplace that has been notified to workers.

Safeguarding Children and Young People

Launceston Church Grammar School is an Australian Childhood Foundation Accredited School and we take the safeguarding of children and young people seriously.

- Ensure all Launceston Church Grammar School policy compliance is met;
- Ensure that your interactions with children and young people are positive and safe;
- Provide adequate care and supervision of children and young people in your charge;
- Act as a positive role model for children and young people;
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management,
- Maintain valid working with vulnerable people registration; and
- Report to management any criminal charges or convictions you receive during your employment that may indicate a possible risk to children and young people.

Attributes and personal qualities



- Honest, trustworthy and ethical
- Well-developed interpersonal and communication skills, balanced with a respect for confidentiality
- High standards of professional conduct.
- Strong customer service skills and personal presentation.
- Optimistic, energetic and dynamic.
- Respectful and kind with a positive attitude.
- Supportive of the Anglican Ethos of Launceston Church Grammar School
- Ability to work as a member of a high performing team.