



## Finance Officer Role Statement

“And whatever you do, do it heartily, as to the Lord and not to men.” Colossians 3:23

The Finance Officer’s role is vital to the sound financial management of the College. The Finance Officer works as part of the overall Finance Team on a broad range of finance task, and under the direction of the Accountant and Business Manager.

### Personal Qualities

The Finance Officer will have the following personal qualities:

- Sincere Christian faith with an active weekly commitment to a mainstream, evangelical church fellowship as interpreted in the College Staff Code of Conduct and the College Purpose, Vision & Mission document
- Highly organised and motivated
- Committed to excellence and attention to detail
- Adaptable and committed to improvement of both self and workplace
- Team player, who values all team members
- ICT proficient and progressive
- Highly interpersonal, able to communicate with parents, staff and students
- Able to conduct courageous conversations in an empathetic and sensitive manner
- Personal integrity

### General Responsibilities

- Participate in general staff meetings and professional development activities as required or as negotiated with the Principal

### Specific Workplace responsibilities

#### Duties

- To assist with the sound financial management of the College through the maintenance of robust accounting practices, internal controls and segregation of duties
- Provide back-up support for the other finance team members through job rotation and a willingness to provide relief and assistance to staff through workload fluctuations
- Provide accurate and timely information as required to assist the decision making processes of the Finance Team, Principal and College Board
- Under the direction of the Accountant and Business Manager the Finance Officer may be required to:
  - Enter payroll transactions, including input of leave, casual hours and changes to standard pays and process wages payments
  - Assist with the administration of the School Card Scheme
  - Process the billing of College families (including Sibling discounts, Hardship discounts, scholarships, bursaries etc) and the collection of fees
  - Process the daily receipting of income (in various forms) including the cash management process and preparation of banking money received.
  - Process equipment requests from staff through the College’s purchasing mechanisms (including ordering, petty cash, reimbursement, credit cards direct debits etc
  - Processing goods receivable
  - Enter Creditor invoices and process creditor payments
  - Assist the preparation of the financial components of grant reconciliations and other external financial reporting and projection obligations
  - Assist with the preparation of:
    - End of month and end of year reporting and rollover
    - Assist College Auditor to fulfil the Financial Accountability requirements for Commonwealth and State Government’s funding
    - Budget updates to Senior Staff
    - Assist with the provision of information for funding reviews, project submission to Government bodies and/or the College Board
- Administer the College bus services.
- Some general administrative tasks as directed by Business Manager
- The Finance Officer may at times be allocated tasks, work with and report to other senior staff members (or Finance Committee) for specific tasks or projects.
- Participate in the review, implementation and maintenance of the College’s Accounting policies and procedures

## Requirements

- Before an appointee is able to commence work at Hope Christian College they must have:
  - Department for Communities and Social Inclusion (DCSI) screening for working with children
  - Responding to Abuse and Neglect training (full day)

## Declaration

**I have read and understood the Finance Officer Role Statement, the College Purpose & Vision and the Staff Code of Conduct and I sign as evidence of my agreement with the documents.**

Staff member name .....

Staff member signature ..... Date.....