



Position Description

School Finance Officer

POSITION: School Finance Officer

The prime purpose of the role is to assist in ensuring that Diocesan primary schools meet their finance and business needs and obligations.

STAFF GROUP: Business Services

REPORTING TO: School Finance & Resources Manager

TENURE: The appointment is full-time and fixed-term until 27/01/2020

LEVEL: CEO Clerical Employee Level 5

SALARY AND BENEFITS:

- The salary and conditions are in accordance with the *Victorian Catholic Education Multi Enterprise Agreement 2013*. The position is classified as a CEO Clerical Employee Level 5 (salary range \$83,170 p.a. - \$91,159 p.a.).
- Four weeks' annual leave is provided, with purchased leave options for additional leave.
- Salary packaging arrangements are available to staff of the Catholic Education Office, Diocese of Sale (CEOSale).

COMMENCEMENT DATE: Monday 30 October 2017, or by negotiation.

KEY SELECTION CRITERIA:

- Understanding and appreciation of the role of the Catholic School in the mission of the Catholic Church today
- A Degree or Diploma in Accounting, Business or a related field
- Excellent knowledge of Microsoft Excel applications
- Sound financial accounting skills and extensive experience in a range of accounting functions
- Excellent interpersonal and communication skills and ability to work effectively in a team environment.

CONDITIONS OF EMPLOYMENT:

- The appointment will be subject to a satisfactory National Police Record Check and Working with Children Check.
- Employment is conditional upon compliance with the CEOSale *Child Protection and Safety Policy* and *Child Safety Code of Conduct*, and any other policies or procedures relating to child safety.
- A current Victorian Driver's licence is required.

QUALIFICATIONS AND EXPERIENCE:

- A Degree or Diploma in Accounting, Business or a related field
- Experience in a school environment would be an advantage, but is not essential.

DUTIES:

- Advise/liaise with and provide timely information to primary principals and school administrative staff on matters relating to finance and resource management
- Facilitate annual budget preparation for schools
- Facilitate completion of Annual Financial Statements and other audit requirements for schools
- Undertake periodical reviews of school financial databases to ensure statutory and business compliance
- Assist schools in undertaking end of period reconciliations and preparation of financial reports where required
- Assist in planning and implementing new systems, procedures and improvements relating to school operations
- Provide, facilitate and/or support induction and professional learning to school staff in finance and resource management matters
- Advise/liaise with and provide timely information to the Senior School Finance & Resources Officer, School Finance & Resources Manager, Education Consultants, School Payroll Team and other staff of CEOSale as required
- Advise/liaise with and provide timely information to primary principals and school administrative staff on matters relating to payroll for schools not on central payroll
- Preparation of financial feasibility studies and loan documents for schools undertaking capital projects as required
- Provide a link between schools, diocese and system in business matters
- Participate in Victorian Finance Consultant meetings
- Participate in CEOSale reference groups as requested
- Other duties as directed by the Senior School Finance & Resources Officer and School Finance & Resources Manager
- Other duties as requested by the Director of Catholic Education.

The Catholic Education Office, Diocese of Sale promotes the safety, wellbeing and inclusion of all children