



ST NORBERT COLLEGE

ROLE DESCRIPTION

TITLE: FINANCE OFFICER (Part-Time)

It is the vision of St Norbert College to create a Christian community which lives the Gospel values, offers a nurturing and inclusive school life for young people, and where our teaching staff provide an education which fosters the growth of our students pastorally, academically and socially and equips them with the means for life-long learning.

To be successful in the role you will be a supportive and active contributor towards the realisation of our vision, playing an important part in the culture of the College and the future of our students.

Hours are 0.6 FTE, to be undertaken 3 days per week 8.00am – 4.00pm or by negotiation.

CORE REQUIREMENTS

- Be supportive of the Catholic and Norbertine ethos of the College
- Be willing to contribute and participate in College activities
- Hold a current Department of Education and Training Police Clearance and a Working with Children Check
- Abide by guidelines contained in the CEWA Code of Conduct
- Professional standard of dress and grooming

QUALIFICATIONS

- Prior bookkeeping experience or similar would be advantageous

PROFESSIONAL REQUIREMENTS

- Well-developed planning and organisational skills
- Proficient communication and interpersonal skills
- Able to work as an individual as well as part of a team and follow instructions
- Strong computer skills and comfortable using technology, particularly Microsoft Excel
- Well-developed problem solving skills

DUTIES

Debtors

- Review bi-annual school fee accounts prior to raising and sending out to parents
- Preparation and processing of accounts receivable, generating and printing tuition fees accounts within MAZE.

- Processing of all required journals and adjustments needed to maintain accounts receivable and fees records
- All aspects of fee collection including the development of good relationships with parents, dealing with individual account problems, queries and overdue accounts in a timely manner and in accordance with College policy.
- Request family financial information and undertake due diligence on this information to determine eligibility for fee review/discount process – recommendations given to Business Manager and Principal or debtor’s committee for final approval
- Prepare and maintain procedures for debt recovery process
- Prepare monthly board reports for Business Manager relating to debtor activity
- Prepare and maintain documents relating to quarterly debtor’s committee meetings attended by Prior, Principal and Business Manager
- Liaise with 3rd party debt collectors when needed and provide timely reports on accounts held with debt collectors to debtor’s committee
- Enter debtors weekly payments by Direct Debit into MAZE

Finance support

- Provide support to other aspects of the finance function where appropriate.
- Any other duties as required by the College Business Manager and Principal.

ADDITIONAL CONSIDERATION FOR ALL ADMINISTRATIVE STAFF

All Administrative staff have similar responsibilities as identified below:

- Perform conscientiously and confidently the duties that are assigned by the Principal
- Maintain positive working relationships with other staff and assist each other in busy times (e.g. Reporting/Year End Process)
- Provide a Christian leadership role by their own example for the benefit of all members of the College community
- In the case of a Catholic staff member, to participate actively in the life of the Church. (All members of staff are strongly encouraged to grow in their faith in God and to give authentic expression to their faith in their personal and professional lives)
- Attend Liturgies and College activities as the Principal may require.

LINE OF RESPONSIBILITY

Reports to: Business Manager
 Principal

Line Manager for: N/A