



St Norbert
College

ACCOUNTS OFFICER ROLE DESCRIPTION

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.

The successful applicant will be part of a proficient and enthusiastic Administration Team. This is a **fulltime 12-month contract** position commencing as soon as possible. Further information may be obtained by contacting John O'Sullivan on 9350 5433 or john.osullivan@norbert.wa.edu.au.

CORE REQUIREMENTS

- Be supportive of the Norbertine ethos of the College.
- Hold a current Department of Education and Training Police Clearance and a Working with Children Check.
- Undertake Mandatory Reporting training (CPPMR) and to be maintained annually.
- Abide by the guidelines contained in the St Norbert College Code of Conduct.
- Acquire and/or maintain relevant Accreditation requirements to Work in a Catholic School.
- Proficient communication and interpersonal skills.
- Able to positively interact with staff and parents.
- Able to work as an individual as well as part of a team.
- Enthusiasm and energy.
- Uncompromising confidentiality.

EDUCATIONAL / QUALIFICATIONS / PROFESSIONAL COMPETENCIES

- Prior Accounts experience (Payables, Receivables) would be advantageous.
- A working knowledge and experience or willingness to train in TASS.
- Experience and/or qualifications in professional administration.
- Proficient in the Microsoft suite – Word, Excel and Outlook.
- Well-developed problem-solving skills.
- Able to work proficiently and meet tight deadlines in a timely and efficient manner.
- Strong written and verbal skills.
- High standard of organisational skills.

DUTIES AND RESPONSIBILITIES

Accounts Officer

- Preparation and processing of accounts payable on a weekly basis.
- Maintain Accounts Receivable - Process all receipts.
- Assist with monthly bank reconciliations.
- Attend to Fee account enquiries.
- Assist parents with establishing suitable payment plans.
- Prepare reports for the Debtors Committee.
- Assist the Business Manager with debt control.
- Generate and distribute annual fee accounts and all associated duties.
- Issue reminder and final notices.
- Liaise with third party debt collectors when required.

Administration Support

- Provide support to other aspects of the administration function where appropriate.
- Perform other duties as requested by the Principal or Business Manager.

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.

CONDITIONS OF EMPLOYMENT

The Accounts Officer will be employed by St Norbert College under the auspices of the Norbertine Canons and employment is subject to the terms and conditions of The Norbertine Canons Non-Teaching Staff Enterprise Bargaining Agreement 2014.

- Fulltime 12-month contract, 48 weeks per annum plus 4 weeks annual leave with a 3-month probation period. Salary is spread over 52 weeks.
- Monday to Friday 8:00am to 4:00pm, 75 hours per fortnight.
- All annual leave is to be taken in school holiday time.
- Remuneration as per the Catholic Education Administrative and Technical Officers and as negotiated with the Principal, in accordance with qualifications and experience.

LINE OF RESPONSIBILITY

Reports to: Business Manager
Principal

St Norbert College encourages applications from Aboriginal and Torres Strait Islander people, people with a disability, people of all ages and people from culturally diverse backgrounds.