

Job Description – Finance Assistant

Role Title	Finance Assistant
Network	EREA Oscar Romero Flexi Schools Network (ORFSN)
Location	Rostrevor, SA
Report	Business Manager/Network Principal
Hours of Duty	Part-time, Fixed-term (22.5 hours per week)
Band/Wage Scale	In Alignment with <i>the South Australian Catholic Schools Enterprise Agreement 2020 - ESO Grade 3</i>

Aboriginal and Torres Strait Islander People are encouraged to apply.

Primary Role:

The Finance Assistant, reports to the Business Manager and is responsible to the Network Principal, EREA ORFSN. He/she has delegated responsibility to provide accounting and administrative support to the EREA ORFSN along with the responsibility for the smooth and efficient operation of the accounts payable area. This includes providing assistant to staff at sites and the wider community. This includes, but not limited to:

- Develop and maintain accounts payable processes which support the efficient and compliant operation of the network;
- Responsibility for ensuring all accounts payable functions and compliance are completed in a timely and accurate manner;
- Work collaboratively with the Business Manager, Finance/Payroll Officer, Network Staff and Heads of Campus/Site Administration staff;
- Work collaboratively with all staff to provide a safe, conducive work environment;
- Responsibility for provision of resources for the network office; and
- Operate within the context of EREA Policies and Procedures.

Education, Training and Experience:

Previous experience in an accounts payable role - ***essential.***

- At least 2 years minimum experience in a busy office environment.
- A current Working with Clearance Check from the Department of Human Services – ***essential.***
- Ability to gain a Catholic Clearance from the Archdiocese of Adelaide – Screening & Verification Authority – ***essential.***

Highly Desirable

- Experience in an accounts payable database.
- Intermediate/Advance knowledge of Microsoft Office Suite.
- Certificate Level in Accounting, ***highly desirable.***

Key Performance Indicators:

Position Responsibilities

- Provide support to sites as part of the Business Management team;
- Maintain accounting database and portals associated with accounts payable;
- Ensure compliance for account payable processes in regard to legislation;
- Prepare and distribute correspondence to sites/staff as required;

- Assist with financial service requirements to site in regard to accounts;
- General administration, as required;
- Participate in meetings, both internal and external, as required; and
- Role model behaviour in line with the EREA Flexi School Networks – Operation by Principle on Common Ground and EREA Touchstones.

Skills & Knowledge:

- Knowledge of general accounting principles, regulatory standards and compliance requirements.
- Ability to communicate effectively with the Network team, Heads of Campus, other FLC staff members and external stakeholders.
- Demonstrated understanding of Accounts Payable.
- High degree of accuracy, attention to detail and confidentiality.
- Demonstrated capacity to work autonomously.
- Demonstrated ability to work proactively in the workplace.
- Effective organisational and time management skills.
- Ability to work under pressure and/or timeframes.
- Ability to use initiative with Microsoft suite of programs e.g. Word, Excel, Outlook and accounting software e.g. Xero.
- Demonstrated experience in administration.

Principles of Operation (Respect, Participation, safe & Legal and Honesty)

A primary responsibility for this role is to maintain fidelity to Operation by Principle and the best practice Guidelines, as articulated in the Youth+ Foundation and FLC, Occasional Papers (available on the website) See www.ereafsn.edu.au - Publications for further information.

Duties and Responsibilities:

Typical duties and responsibilities include, but are not restricted to:

1. General Requirements

Accounts Payable

- Maintaining all data for creditor accounts, ensuring all records are current and complete to ensure efficient processing of payments;
- Receive, validate and process creditor invoices, including matching purchase orders with invoices as applicable;
- Process payments as required, including:
 - Fortnightly invoice payment runs (or as otherwise directed);
 - Staff reimbursements;
 - Petty cash reconciliations; and
 - Overseas payments.
- Prepare bank account transfers as requested by the Business Manager;
- Monitor the creditor's ledger for overdue accounts;
- Provide accurate and effective documentation preparation and records management related to Accounts Payable, in accordance with records retention policies and internal control procedures;
- Manage the credit card acquittals process via the Concur Expense System;
- Prepare the credit card extraction reports from Concur to integrate data into XERO.
- Manage the purchase order system across the network of schools.
- Manage the online Woolworth's shopping platform.

Accounts Receivable

- Maintain all data for customer accounts, ensuring all records are current and complete;
- Generate invoices and account statements, where required;
- Monitor the debtor's ledger for aging of accounts and initiate collection activity.

Other identified duties specific to the role

- General administration;
- Work processing and data entry as required;
- Diary Management;
- Stationary supply;
- Travel bookings for all staff.

2. Professional Standards

- Assist and maintain a supportive and safe working environment;
- Engage professionally with colleagues, stakeholders and the greater community;
- Demonstrate professional standards of presentation, reliability and punctuality including;
- Notify the Business Manager of any planned or unplanned absence including sick leave as soon as possible via the approved communication means;
- Maintain a high level of interpersonal communication skills at all times actively demonstrating courtesy, tolerance and professionalism in all interactions;
- Demonstrate a proactive approach to workloads and collaborative problem solving; and
- Provide standard professional services independently within defined organisational parameters.

3. Organisational Functions

- Commitment to working under the four principles of operation: Respect, Safe & Legal, Honest and Participation. The principles establish a “common ground” among staff, young people and families;
- Actively work with colleagues to build positive relationships and teamwork across all sites;
- Ensure that all information related to the operations, stakeholders, staff, young people, business or any other related activity is maintained as confidential and may not be disclosed to any third party without the express written permission of the Network Principal. A breach of confidentiality is a serious misdemeanour and will be addressed through the EREA Performance Management Policy and Procedure.

4. Health, Safety & Quality

You are required to Undertake all duties in accordance with Oscar Romero Flexi Schools Network Quality Management System, policies and procedures and as outlined below;

- Participating in Oscar Romero Flexi Schools Network Quality Management System and commitment to processes of continuous improvement activities, including auditing, surveys and needs analysis.
- Maintaining a safe work environment in accordance with Oscar Romero Flexi Schools Network Work Health and Safety Policies and Procedures.
- Assisting in the on-going maintenance of a safe workplace through involvement in the implementation of safe systems of work in accordance with Oscar Romero Flexi Schools Network Work Health and Safety Policies and Procedures.
- Participating in mandatory Health and Safety training sessions.
- Identifying and reporting hazards in the workplace.

5. Other identified duties specific to the role in the Oscar Romero Flexi Schools Network

- Carries out duties and tasks that may be reasonably assigned by the Business Manager and/or the Network Principal from time to time. The Finance Assistant may be directed to carry out such duties as are within the limits of his/her skills, competence and training.

Acceptance

I, (print name) have received, reviewed, and fully understand the Job Description for a Finance Assistant. I further understand that I am responsible for the satisfactory execution of the essential functions described therein.

Signature: Date: