

SCHOOL FINANCE OFFICER

ROLE DESCRIPTION

REPORTS TO

Principal

CONTEXT

The Catholic Schools Office (CSO) is responsible for the leadership, operation and management of systemic schools which educate more than 20,000 students in 44 primary schools, 11 secondary schools, one K–12 school, one flexible learning centre and one special school in the Catholic Diocese of Maitland-Newcastle.

The incumbent commits to working within work health and safety guidelines and code of conduct at all times whilst employed by the Catholic Diocese of Maitland Newcastle. The Diocese of Maitland-Newcastle is committed to safeguarding children and vulnerable persons and preventing those in our care from suffering abuse or neglect. It is committed to implementing and maintaining compliance with the NSW Child Safe Standards and the National Catholic Safeguarding Standards and takes a zero-tolerance approach to abuse of children or vulnerable persons. All who work in the name of the Diocese must comply with the Diocesan Safeguarding Framework Policy and act in accordance with the Diocese's Code of Conduct which includes the Diocese's Safeguarding Commitment Statement. Employees are required to undergo a National Police Check and retain a valid NSW Working with Children Check where necessary, in accordance with legislation.

PURPOSE

The School Finance Officer is accountable for providing administrative and operational support to the Principal. The School Finance Officer is to administer elements of the school's finances with a particular emphasis on, but not limited to, purchase orders, invoicing, quotations, deliveries, activities payments, and fee payments.

The School Finance Officer must demonstrate attention to detail, excellent time management with the ability to work under pressure and multitask as well as the capacity to maintain a high degree of confidentiality.

The School Finance Officer will be required to engage in other general financial tasks as designated by the Principal or delegate and other general administrative duties as required and directed by the Principal or delegate.

VISION STATEMENT

At the heart of everything there is always Jesus Christ.

Catholic schools educate:

- From and for the community of faith
- From and for excellence in learning
- In a rigorous, creative and critical pursuit of truth

Catholic schools educate from and for vibrant, welcoming and diverse communities with a particular commitment to the poor; for justice, integrity and peace; and with hope for the future.

CRITERIA/EXPERIENCE

1. Ability to articulate a clear understanding of and a personal commitment to Catholic Education and to actively supporting the Catholic ethos and culture of the school.
2. Minimum 3 years' experience in a finance role and demonstrated ability in accurately and proficiently performing a wide range of finance tasks.
3. Ability to manage billing and accounts receivable, purchasing, asset, inventory and accounts payable.
4. Excellent written communication skills and strong verbal communication skills and interpersonal skills
5. Demonstrated experience in preparing internal Finance reports for members of the leadership team.
6. Intermediate experience and ability to work with various databases, Microsoft office programs and excel.
7. Self-motivated with the ability to work autonomously and be responsible and accountable for own work with the capacity and willingness to work in a team environment.
8. TechnologyOne experience would be highly advantageous, but experience using any enterprise level financial software is desirable.
9. Knowledge / experience in Compass (Desirable).

QUALIFICATIONS/ACCREDITATIONS

- ▶ Certificate III in Finance or equivalent qualification
- ▶ Current paid NSW Working with Children Check (WWCC) number
- ▶ Completion of anaphylaxis training
- ▶ First Aid Certificate (Desirable)

KEY WORKING RELATIONSHIPS	
STAFF DIRECTLY REPORTING TO ROLE	<ul style="list-style-type: none"> • Nil
INTERNAL	<ul style="list-style-type: none"> • Principal • Assistant Principal(s) and school executive School Staff • CSO staff Parishes • Shared Services • Volunteers
EXTERNAL	<ul style="list-style-type: none"> • School and CSO networks • Family and community partners Contractors

LEADERSHIP FRAMEWORK

The Leadership Framework captures the characteristics and behaviours of good leadership articulated through six leadership capabilities that staff at all levels can practise and develop.



Guided by Gospel Values, the **School Finance Officer** is responsible for the following:

LIVE YOUR FAITH

By giving witness to Catholic faith and cultural tradition and setting an example of faith, hope and love in word and action

RESPONSIBILITIES

- Promoting and modelling Catholic values into professional conduct in an integrated and authentic way.
- Demonstrating a commitment to social justice and action in the school community.

EXAMPLES OF IMPACT

- Compliance with AWTL.
- Embracing the mission of the Catholic Schools Office and modelling its values and appropriate professional and ethical behaviour in daily role.
- Participation in faith formation sessions.

ADMINISTRATIVE SUPPORT

By providing a high level of service within the area of knowledge and expertise

RESPONSIBILITIES

General administrative support

- Professional support, administration, secretarial and clerical duties, including typing, word processing, data entry, database information, and interacting with Technology One.
- Assisting with basic follow up of WHS issues and implementation of WHS management system where required.
- Interacting with and responding to enquiries from students, parents, employees, and the

EXAMPLES OF IMPACT

- Improved and efficient financial management systems.

<p>wider community, distributing information between these groups as required.</p> <ul style="list-style-type: none"> • Word processing of routine correspondence associated with finance. • Complete systems administration for a range of systems, inputting and maintaining data, providing assistance to Users regarding the systems and liaising with relevant stakeholders to obtain and/or follow up on information for the systems. • Assist members of the College Executive with administrative tasks as required. <p>Financial administrative support:</p> <p>Facilitate the raising and collection of school fees by:</p> <ul style="list-style-type: none"> • Assisting the Principal with Fee agreement interviews when necessary. • Providing the Principal with related statements & background information where possible for fee interviews. • Following up fee arrangements, including liaising with families to ensure payment plans are followed & maintaining Debt Management documentation on TechnologyOne. 	
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LEAD IMPROVEMENT INNOVATION AND CHANGE
By working purposefully to support a shared system and school vision and the delivery of improvement initiatives

RESPONSIBILITIES	EXAMPLES OF IMPACT
<ul style="list-style-type: none"> • Taking initiative to identify and make suggestions for sustainable improvements and efficiencies in own area of responsibility. • Working collaboratively to deliver continual improvement and excellence using an evidence-based approach. • Demonstrating an inquiry mindset and a willingness to consider alternatives. • Consulting with colleagues when considering new ideas. 	<ul style="list-style-type: none"> • Continuous quality improvement and planning: Any tasks relevant to the scope of the position that led to continuous quality improvement and planning. • Preparing quality reports, briefing papers, correspondence and assisting with strategies to enable a timely response to issues as they arise. • Accurate advice informed by current, reliable data.

MAINTAIN FOCUS ON EVIDENCE AND IMPACT
By identifying and implementing evidence-based strategies to deliver improved student outcomes and engaging with the community to focus on what matters most

RESPONSIBILITIES	EXAMPLES OF IMPACT
<ul style="list-style-type: none"> • Utilising data to evaluate improvement and adjusting implementation as required. 	<ul style="list-style-type: none"> • Establishing systems for programs and managing schedules daily.

<ul style="list-style-type: none"> • Maintaining awareness of system improvement priorities and key priorities relevant to own area of responsibility. • Ensuring clear understanding of own role and professional responsibilities and how it interacts with team members. 	<ul style="list-style-type: none"> • Responding to and resolving complex enquiries and issues to ensure the provision of accurate information, and the timely and effective resolution of issues. • Creating reports and setting up spreadsheets and work plans to track and monitor a wide data set.
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DEVELOP SELF AND OTHERS

By demonstrating commitment to building capacity through self-reflection, own professional learning and supporting the professional learning of others

RESPONSIBILITIES	EXAMPLES OF IMPACT
<ul style="list-style-type: none"> • Capacity to organise, prioritise and multitask to meet various deadlines. • Self-motivated with the ability to work autonomously and be responsible and accountable for own work with the capacity and willingness to work in a team environment. 	<ul style="list-style-type: none"> • Skillset is current and supports needs of team. • Feedback from colleagues on levels of support and quality of work

ENGAGE AND WORK COLLABORATIVELY WITH THE COMMUNITY

By building and maintaining respectful relationships with students, colleagues, families, parish and external agencies and considering the impact actions and decisions have on others

RESPONSIBILITIES	EXAMPLES OF IMPACT
<ul style="list-style-type: none"> • A collegial team member, assisting with the day-to-day operations of the school office. • Provide a warm and friendly welcome to every visitor or enquiry both on the phone, online and in person. Identify, assess and respond to visitor and customer needs in an informative, courteous and professional manner. • Continually listen to and improve customer service experiences for staff, students, carers, and the school community. • Provide accurate and timely information to enquiries, customers, and visitors. • Proactively seek information to improve the customer experience. • Adhere to confidentiality and privacy requirements when providing services to parents, carers and students. • Front of house and student facing duties, collaborating with other team members to build a welcoming and safe environment for the school community. 	<ul style="list-style-type: none"> • A friendly, collaborative workplace. • Engagement in ongoing professional learning.

MANAGE RESOURCES EFFECTIVELY

By implementing and supporting structures and processes that contribute to the effective management of school and system resources and policies

RESPONSIBILITIES	EVIDENCE OF IMPACT
<ul style="list-style-type: none"> • Effectively managing resources to contribute to improved outcomes. • Developing, implementing, and monitoring office systems, schedules, procedures, and methods, adapting processes and techniques as required, to facilitate efficient team operations in line with approved standards, policies, and procedures. • Supporting the implementation of effective systems for review and compliance processes. • Complying with system policies and procedures to minimise risk and ensure a strong safety culture whereby safety is everyone's responsibility. 	<ul style="list-style-type: none"> • Participant feedback on events and programs. • Quality of system implementation and feedback from colleagues on support provided. • Compliance with policies.

FUNCTIONAL REQUIREMENTS

- Sedentary to light physical work.
- Frequently sits or stands at an issued desk.
- Occasional bending, lifting, pulling or carrying, bending, squatting or crouching, stretching and twisting.
- Occasional to frequent repetitive neck, upper body, wrist, hand and finger movements may be required.
- Occasional stretching, climbing and twisting may be required.
- Voice used extensively while communicating, instructing and supervising students.

EXPECTED EMPLOYEE BEHAVIOUR

- Treat all people with respect, sensitivity, courtesy, understanding and compassion.
- Embrace diversity and difference in those they serve or with whom they work.
- Promote personal growth, and ongoing professional development and develop both in themselves and others.
- Commit themselves to effective professional working relationships with colleagues and clients.
- Through the exhibition of justice and fairness in relationships and service, promote proper working conditions and recognise when injustice, unfairness and abuse occur in the workplace and respond appropriately.
- Exhibit transparency, and accountability, and act responsibly in the use of Church resources.
- Provide professional and competent service.
- Comply with relevant legislation and directives.
- Be mindful of privacy principles and manage information accordingly.
- Commitment to adhere and embed a culture of sustainability in accordance with the diocesan strategy.