



POSITION DESCRIPTION

POSITION:	Accounts Officer
POSITION STATUS:	Full-time, ongoing position.
RESPONSIBLE TO:	This position reports to the Finance Manager. All positions ultimately report to the Principal.
PRIMARY FOCUS:	The position of Accounts Officer is a member of the Finance team within the Business Office and has the primary responsibility for accounts receipting and the General Ledger interface functions of the School, including billing and commercial debtors. The successful applicant will have a solid understanding of business accounting processes and systems.
DATE:	December 2018

CAMBERWELL GIRLS GRAMMAR SCHOOL – EDUCATING TOMORROW'S WOMAN

Our Vision

A leader and innovator in the education of girls, dedicated to fostering a passion for learning and building a more just and sustainable world.

Our Mission

A Christian school in the Anglican tradition, inspiring girls in their love of learning and nurturing compassionate leaders with global mindsets.

Our Values

We welcome students of all faiths and cultures, educating them to see wisdom through intellectual inquiry, service learning and spiritual growth, honouring the values of integrity, commitment, respect, hope and courage.

Our Strategic Pillars

- Inspired Learning
- Global Citizenship
- Development of the Whole Person
- Leadership in Educational Practice
- Connected Community
- Operational Excellence

Our Motto

'Utilis in Ministerium' (Useful in Service)

CHILD SAFETY COMMITMENT

All students who attend Camberwell Girls Grammar School (CGGS) have a right to feel and to be safe. The wellbeing and safety of all students in our care is our first priority and we have zero tolerance to child abuse. The protection of students is the responsibility of everyone who is employed at or is engaged by CGGS in child-connected work. To ensure the safety and best interests of all students, we take into account the needs of those with an Aboriginal or Torres Strait Islander heritage, those from culturally and/or linguistically diverse backgrounds and those with a disability.

STAFF OBLIGATION TO CHILD SAFETY

All staff at CGGS take an active role, and are well informed of their obligations, in relation to Child Safety under Ministerial Order No. 870 "Child Safe Standards - Managing the risk of child abuse in schools". The CGGS Commitment to Child Safety is incorporated into the School's employment cycle from recruitment and reference checking to induction, six- and twelve-monthly performance reviews and regular Professional Learning. Employment at CGGS is subject to school policies including the Child Safety Policy, Child Safety Code of Conduct and Mandatory Reporting Policy. As a condition of employment these policies must be read, understood, signed and adhered to by all staff.

CHILD SAFETY EXPECTATIONS FOR PROFESSIONAL SERVICES STAFF

Professional Services staff, including the Accounts Officer, must ensure that a child safe working environment is provided at all times. Every interaction that a professional services staff member has with a CGGS student must be conducted with child safe standards in mind, having understood the CGGS child safe policies and procedures. This specifically relates to all student interactions in the office, classroom, outdoors, other School buildings, excursions, events, camps and parent involvement activities.

KEY INTERNAL CONNECTIONS

Reporting directly to

- Finance Manager

Associated Relationships

- Finance Team
- Chief Financial and Operating Officer
- Deputy Principal/Head of Senior School
- Head of Junior School
- Heads of Department
- IT Department
- CGGS Staff

KEY DUTIES & RESPONSIBILITIES

1. Accounts / General Ledger

- Preparation of daily bank reconciliation.
- Receipting of funds.
- Preparation of account reconciliations as required.
- Perform General Ledger entries and journals as required.
- General Ledger analysis.
- Prepare monthly budget reports for Heads of Department.
- Maintain and administer Petty Cash.
- Ad-hoc reporting as required.

2. Accounts Receivable

- Ensure billing of all school tuition accounts is completed within agreed timelines.
- Administer routine debt collection process and automate, where possible.
- Ensure commercial debtors billing is completed promptly following agreed terms.
- Contract administration of commercial debtors.
- Follow up all outstanding debtor payments.
- Follow escalation process, where required.

3. Database Maintenance

- Ongoing maintenance of debtor records, including updating records e.g. Contact details, address, bank details.
- Conduct analysis of debtor database and provide summary to Finance Manager.
- Management of debtor accounts diary with relevant notes, emails, letters and telephone correspondence.

4. Other duties as requested, appropriate to the position

- Undertake ad-hoc projects, and other appropriate duties as directed by the Business Office, including Second Hand Uniform Shop and Parents & Friends Association (PFA) reconciliations.
- Assist other Business Office and Professional Services staff, as required e.g. Counting of money, end of month processes.

QUALIFICATIONS

Essential Criteria:

- Tertiary qualification in Accounting
- Current Working with Children Check
- Current National Criminal Record Check
- Anaphylaxis Awareness qualification

KEY SKILLS & KNOWLEDGE

- Knowledge of Australian Accounting Standards
- High level computer competency
- Advanced MS Office Suite skills
- Database experience
- Excellent customer service skills
- Service ethos
- Experience and confidence in dealing with difficult and sensitive issues
- Ability to interpret the degree of intervention required in individual cases
- Commitment to School policies, procedures and codes of conduct

KEY PERSONAL ATTRIBUTES

- Ability to work independently, as well as working collaboratively in a team
- Ability to develop, build and nurture relationships
- Demonstrated initiative
- Self-motivated and the ability to motivate others
- Extremely high standard of personal ethics and good character
- The ability to be discreet and maintain confidentiality
- High level interpersonal skills and well-developed communication skills
- Accessible and approachable for both staff and students
- Commitment to achieving best practice
- Positive and flexible attitude

PROFESSIONAL EXPECTATIONS

All staff at CGGS are expected to:

- Demonstrate commitment to Ministerial Order No. 870 "Child Safe Standards – Managing the risk of child abuse in schools" and CGGS Child Safety Code of Conduct
- Have a shared responsibility for risk identification of child abuse, and be well-prepared in how to respond to child safety concerns
- Be responsive and maintain respectful communications and collaborative relationships with the CGGS community
- Adhere to and implement all safe work practices and procedures in accordance with the CGGS Occupational Health & Safety policy, Workplace Health & Safety policy and Manual Handling policy
- Work safely and report any hazards in accordance with school procedures
- Model exemplary ethical behaviour and exercise informed judgments in all professional dealings
- Attend staff meeting/s as scheduled each term
- Meet expectations as set out in the CGGS Staff Handbook

APPLICATIONS

All applications should be sent via email to:

Erin Colwell / Fiona Lear
Director of Human Resources
employment@cggs.vic.edu.au

CLOSING DATE

Wednesday 9 January 2019, at 5.00pm

* Please note that the School will be closed from 12 noon on 21/12/18, reopening at 8am on Monday 7/1/19. Any applications received during this period will be acknowledged once the School opens on 7/1/19.

N.B. This position description is not intended to represent the entirety of the position nor is it intended to be all-inclusive. CGGS reserves the right to modify this position description in consultation with the incumbent from time to time depending on the operational needs of the School.