



ST LAURENCE'S COLLEGE

A Catholic College for boys in the Edmund Rice tradition

FINANCE OFFICER – PAYROLL AND ACCOUNTS RECEIVABLE

Position Description

The Finance Officer – Payroll and Accounts Receivable is appointed by the Principal and operates within the parameters for a Catholic School in the Edmund Rice tradition as established by Edmund Rice Education Australia (EREA).

All staff are required to support and model the ethos of the College, particularly through a high level of service and support to the College community.

1. POSITION PURPOSE

The purpose of the Finance Officer – Payroll and Accounts Receivable oversees the full payroll functions for the College, interprets relevant legislation under the Enterprise Agreement, raises and reconciles fees and other charges, and the collection of fee debtors.

The Finance Officer – Payroll and Accounts Receivable will comply with all EREA and College Policies and ensure that the College Vision & Mission is supported.

2. POSITION REQUIREMENTS

- Openly supports the Christian values of the College
- Wears Photo Identification Card when on duty
- Implements College policies with regard to Workplace Health & Safety compliance obligations and reporting processes with regard to any injuries that may occur with students or staff
- Has equivalent on the job experience in a similar role and/or Certificate/Diploma
- Current Blue Card (*Commission for Children and Young People and Child Guardian Act 2000*)
- Meets the requirements of the Selection Criteria on page 4 of this document.

3. POSITION DUTIES & RESPONSIBILITIES

Key Responsibility 1 - Payroll responsibilities

Duties:

- Prepare College level payroll including new hires, timesheet entries, leave applications and new positions.
- Review and maintain employee Masterfile.
- Process fortnightly payruns and check payroll reports.
- Provide regular and ad hoc reports to senior management.
- Respond to enquiries regarding payroll and other leave entitlements.
- Ensure all leave applications are completed and medical certificates are presented.
- Provide advice of teacher and non-teacher classifications and leave balances.
- Prepare and present payroll reconciliation and journals to the Business Manager.

- Liaise with Central Pay Office on matters including Superannuation, tax, special pays, timelines, system upgrades and payroll procedures.
- Liaise with the Director of Human Resources in relation to College staffing.

Key Responsibility 2 – Interpret Enterprise Agreement

Duties:

- Understand and, keep abreast of changes to, the contents of the EBA which governs the employment of College staff.
- Provide advice and interpretation to College Leadership Team members on the EBA governing the employment of College staff.
- Liaise with Director of Human Resources regarding Enterprise Bargaining Agreement (EBA).

Key Responsibility 3 – Fees Responsibilities

Duties:

- Raise domestic and international fees and other charges.
- Produce parent statements and overdue notices.
- Process and answer fee enquiries.
- Prepare and present fees reconciliation to the Business Manager.
- Process concessions for school fees and payment arrangements as approved by the Fees Administrator and the Business Manager.

Key Responsibility 4 – Collection of Fee Debtors

Duties:

- Work closely with Business Manager and Fees Administrator in collecting fee debts outstanding.
- Monitor fee debts outstanding and take action to collect all overdue debts via telephone, email and legal channels as appropriate having regard to advice received from the Business Manager and Fees Administrator.

Key Responsibility 5 - Other

Duties:

- Provide general administrative support to the Business Manager as required.
- Undertake ad-hoc assignments as required by the Business Manager from time to time.
- Provide support and back-up relief to other staff in the Finance department as required ensuring the department functions effectively.
- Assist with maintenance of the HR module in the Colleges governance, risk and compliance program - CompliSpace.
- Undertake the responsibilities of the position while at the same time following the College's policies and procedures; Equal Opportunity and Anti-Discrimination legislation and requirements as well as Occupational Health & Safety legislation and best practice.

4. ORGANISATIONAL RELATIONSHIPS/EXTENT OF AUTHORITY

- This position reports to the Accounting Manager, but is responsible to the Business Manager.
- This position has no direct reports.

5. WORKPLACE HEALTH & SAFETY RESPONSIBILITIES

The College is bound by the provisions of the *Work Health and Safety Act 2011* (the Act) which provides the legislative framework for workplace safety in Queensland. It is the responsibility of each employee to be familiar with the College's policies and procedures associated therewith.

All Supervisors must ensure that no employee is required to undertake a task without adequate safety instructions and job specific training, but it is the responsibility of all staff to report all hazards and/or incidents/injuries that occur to the Director of Human Resources and/or Principal. Any serious breach of the Act could lead to disciplinary action.

6. GENERAL TERMS OF APPOINTMENT

All employees are bound by the expectations contained in the Edmund Rice Education Australia Principles of Employment and the Vision and Mission of St Laurence's College.

Much of the information gleaned by staff during the course of their duties is confidential and should be treated as such. Staff must not use confidential information to gain advantage for themselves, their related persons or for any other person or body, in ways, which are inconsistent with the obligation to act impartially. Nor should such information be used improperly cause harm or detriment to any person of the College.

All employees recognise and accept that multi skilling is an essential component of the College and all employees may be required from time to time to undertake duties that are outside their normal position description but within their skills, competency and capability.

7. REMUNERATION & HOURS

Classification: School Officers Award
(Level dependent on experience and qualifications)

Tenure: Permanent, Full-time

Hours of Work: Monday to Friday
7.45am – 3.50pm

Terms: Superannuation: 10%
Sick Leave: 10 days per year
Annual leave: 4 weeks per year

*In accordance with **Catholic Employing Authorities Single Enterprise Collective Agreement – Religious Institute Schools of Queensland.***

Selection Criteria

The following criteria will be used by the selection panel when short-listing candidates. Candidates must address the main points in their written applications:

Selection Criterion 1 – Qualifications/Experience

- At least 2-3 years' experience in a Finance/Payroll role
- Equivalent on the job experience in a similar role and/or Certificate/Diploma
- This role may suit a Graduate Accountant, or someone studying Accounting/Finance
- Possess a current Blue Card; or be eligible to apply for a Suitability Card for working with children.

Selection Criterion 2 – Administration Skills

- Demonstrated strong administration skills; having the ability to work autonomously, with the need of minimum supervision
- Must have a high level of attention to detail
- Demonstrated strong time management and organisation skills with the ability to work well under pressure and to meet deadlines; and be able to respond rapidly to change.

Selection Criterion 3 – Technical Skills

- Demonstrated experience using payroll systems (eg TASS, etc)
- Demonstrated strong computer skills in all Microsoft applications and database experience in updating and retrieving data for reports (with excellent accuracy).

Selection Criterion 4 – Communication Skills

- Strong communication skills - both oral and written (ability to relate well on phone and in person with parents, students and employees at all levels of the College).
- Commitment to meet quality standards; and the willingness to update their skills and knowledge on a regular basis.
- Ability to work in a team environment.

Selection Criterion 5 – Christian Ethos

- A personal commitment to the Mission and ethos of the College.

APPLICATION PROCESS

Applications should contain the following:

1. Covering letter addressing each of the Selection Criteria; and
2. Current Curriculum Vitae.

Note: All applicants will be subject to EREA and legislative screening procedures and will be required to authorise such checks and provide identification. These checks are consistent with EREA's commitment to child protection policies and procedures.

Applications should be forwarded via email to:

Mr Chris Leadbetter
The Principal
St Laurence's College
Email: employment@slc.qld.edu.au

Enquiries may be directed to:

Ms Lorraine Kopp
Director of Human Resources
Mobile: (07) 3010 1165
Email: lkopp@slc.qld.edu.au

Applications close: 9am, Monday 23 September 2019

UPDATED/REVIEWED: 10/09/2019