



# Mary MacKillop

## Catholic Regional College

### Position Description

### Finance Officer - Accounts Payable and Receivable

<b>Position Title:</b>	Finance Officer - Accounts Payable and Receivable
<b>Reports to:</b>	Mary MacKillop Catholic Regional College
<b>Work area:</b>	Administration
<b>Classification:</b>	Education Support Employee, Level 3 Category C Diocese of Sale Catholic Education Limited Schools and Secretariat Agreement 2022.
<b>FTE &amp; Hours of Work:</b>	Ongoing/ Part Time Hours: 8:00 am to 4:00 pm, 3 days a week (including a 30-minute unpaid lunch break).

Mary MacKillop Catholic Regional College (MMCRC) is a Catholic Coeducational Secondary College inspired by the spirit of St Mary of the Cross MacKillop. The College was established in 1986 and currently serves approximately 560 students from Years 7 to 12 from the South Gippsland and Bass Coast Shires.

Mary MacKillop Catholic Regional College is an innovative and contemporary learning and faith filled community. Set on approximately 25 hectares of beautiful gardens and playing fields with exceptional facilities. We offer a vibrant curriculum and well-established wellbeing initiatives. Our community invites passionate engagement in lifelong and authentic learning. We are responsive and celebrate the diversity and potential of individuals. Every member of our community is supported in the pursuit of being their best.

The Administrative Assistant to the Director of Learning, Pedagogy and Innovation and Director of Catholic Identity and Mission plays a key role in liaising with a range of internal and external members of the Community. Attention to detail and excellent administration skills are a must as is the highest level of professionalism and support.

This position offers an exciting opportunity to contribute to student, staff and community engagement within the College.

#### Child Safety

Mary MacKillop Catholic Regional College is committed to the safety and wellbeing of our students. The College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. In this context, the College implements a comprehensive Child Safety and Protection program across the entire College community. Accordingly, the College Registrar must:

- Be familiar with and comply with the school's Child Safety and Wellbeing Policy and Code of Conduct, and any other policies or procedures relating to child safety;
- Assist in the provision of a child-safe environment for students;

Position Description: Finance Officer Accounts Payable and Receivable

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By: Business Manager

- Demonstrate duty of care to students in relation to their physical and mental wellbeing; and
- Hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check.

**Primary Objective of the Role**

- i) Ensure all college payments are paid in a timely manner and in accordance with college budgets
- ii) Ensure school fees are issued and collected in a timely manner.

STATEMENT OF DUTIES (NON-TEACHING)	
<b>Key Duties</b>	<p><b><i>Accounts Payable</i></b></p> <ul style="list-style-type: none"> <li>• Ensures invoices, orders and payment of creditors are processed in accordance with college standard procedures via the College finance system, including reviewing account coding and staff queries</li> <li>• Maintain accounts payable documentation as required</li> <li>• Co-ordinate and manage accounts payable, including data entry</li> <li>• Prepare account correspondence and reports using Word, Excel and the College finance system as per requests</li> <li>• Liaise with suppliers regarding payment arrangements on an ongoing basis including credit applications for suppliers</li> <li>• Provide general assistance regarding budget expenditure processes and data reports</li> <li>• Has a working knowledge of GST and reporting</li> <li>• Processing and reconciling credit card statements, in accordance with DOSCEL requirements</li> <li>• Manage the process of purchase orders</li> <li>• Complete the monthly bank reconciliation</li> </ul> <p><b><i>Accounts Receivable</i></b></p> <ul style="list-style-type: none"> <li>• Integrity of the Debtors Ledger and adherence to the policies and procedures of the Finance team.</li> <li>• Assisting with fee billings and concession arrangements.</li> <li>• Accurate and timely preparation and processing of all payments.</li> <li>• Communication with parents/carers for account queries and payments.</li> <li>• Following up of outstanding debtors</li> <li>• Responsibility of Sundry Debtors and Facility Hire.</li> <li>• Recommending debtor action to the Business Manager</li> </ul> <p><b><i>Finance &amp; Debtor Management</i></b></p> <ul style="list-style-type: none"> <li>• Debt collection, including liaison with parents. Debt Collection is in accordance with School Fees Policy and procedures include</li> </ul>

Position Description: Finance Officer Accounts Payable and Receivable

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	<p>regular written and verbal follow up communication, with a view to minimize the loss of income from bad and doubtful debts.</p> <ul style="list-style-type: none"> <li>• Maintain the established College database (SAS) for general and confidential notes to create an audit trail of conversations, commitments and agreements with parents.</li> <li>• Responding to all queries from parents, both written and oral.</li> <li>• Invoicing, receipting &amp; banking of payments.</li> <li>• Establish and maintain parent payment arrangements (including management of direct debits), communication with parents and banking facilities.</li> <li>• Maintain the established College database (SAS) for general and confidential notes to create an audit trail of conversations, commitments and agreements with parents.</li> <li>• Responding to all queries from parents, both written and oral.</li> <li>• Invoicing, receipting &amp; banking of payments</li> <li>• Review list of potential participants in any paid additional co-curricular activities, advising the Business Manager if they have any existing outstanding accounts.</li> <li>• Prepare monthly outstanding debtors report.</li> <li>• Prepare calculation of hardship concessions and preparation of letter/communications for approval.</li> <li>• Liaison with College's Debt Collection Agency.</li> <li>• Monthly bank reconciliations.</li> <li>• Conveyance claim submission.</li> </ul> <p><b>Other Duties</b></p> <ul style="list-style-type: none"> <li>• Assist with overflow of administration tasks, incoming calls and data entry</li> <li>• Manage and submit SSS Claims</li> <li>• Assist with the distribution of budget reports to appropriate staff departments and learning areas</li> <li>• Participate in admin meetings fortnightly</li> <li>• Actively participate in the review of processes and procedures to increase efficiency and effectiveness in line with college objectives.</li> <li>• Assist Business Manager with auditors and financial returns</li> <li>• Other finance duties and reporting as required</li> </ul>
<b>Child Safety</b>	<ul style="list-style-type: none"> <li>• Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety.</li> <li>• Assist in the provision of a child-safe environment for students; and</li> <li>• Demonstrate duty of care to students in relation to their physical and mental wellbeing.</li> </ul>

Position Description: Finance Officer Accounts Payable and Receivable  
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<b>STATEMENT OF DUTIES (NON-TEACHING)</b>	
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Commit to ongoing professional development in your area of work.</li> <li>• Continue development of ICT skills as technologies evolve.</li> </ul>
<b>General Duties</b>	<ul style="list-style-type: none"> <li>• Work with other members of the College Administration team when required.</li> <li>• Other duties as directed by the Principal or Business Manager.</li> </ul>
<b>Organisational Relationships</b>	<ul style="list-style-type: none"> <li>• Reports to: Business Manager.</li> <li>• Internal Liaisons: Principal, Leadership Team, Transition Coordinator, Learning Adjustment Leader, Pastoral Care Leader, Student Engagement Leader, Year Level Wellbeing Leaders,</li> <li>• External Liaisons: Diocese of Sale Catholic Education Limited (DOSCEL), Registrar Network, relevant Primary Schools, College Community Members, prospective families and General Public.</li> </ul>
<b>Skills, Experience &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• High level of interpersonal skills and ability to work within a team.</li> <li>• Strong organizational and time management skills, with an ability to prioritise tasks, meet deadlines, work well under pressure and manage competing tasks with a high level of attention to detail; and</li> <li>• The ability to build and maintain strong relationships with staff, students, parents and the community.</li> <li>• Capacity and flexibility to work with a range of parents/carers/guardians, teachers and students and the community</li> <li>• Excellent written and communication skills</li> <li>• Attend and supports College activities, from time to time.</li> <li>• knowledge of the GST requirements and procedures, particularly as they apply to schools</li> <li>• Ensure a safe working environment for staff and students in line with work safe and OHS policies.</li> <li>• Ensure confidentiality and sensitivity when dealing with staff and parents.</li> <li>• Commitment to the ethos of a catholic school.</li> <li>• Current First Aid Certificate</li> <li>• Previous work experience in an education setting (desirable)</li> </ul>

### **Accountability and Conditions**

The position is employed in accordance with the terms and conditions of the Victorian Catholic Education Multi-Enterprise Agreement (VCMEA).

The position may from time-to-time require attendance outside normal hours from which time in lieu will be considered.

All staff at Mary MacKillop College will have a commitment to ongoing professional learning and hold relevant qualifications.

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All employees at Mary MacKillop College are required to undergo a Criminal Record Check, maintain a Current Working with Children Check and follow college policies and procedures, including the Occupational Health and Safety Act 2004 and Equal Opportunity Act.

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