



## **MELTON CHRISTIAN COLLEGE**

### **Finance Officer**

#### **ORGANISATIONAL PROFILE:**

Melton Christian College is a leading P-12 school of over 1000 students in two locations. We are highly regarded, specialising in nurture, excellence, and Christ-centred schooling. We are committed to building a dedicated team of Christian educators and support staff, equipping them to invest in the lives of the students they serve. Our team are enthusiastic and positive who are committed to the mission, vision, and values of the College.

#### **POSITION PROFILE:**

The Finance & Administration Department provides accounting and business services support to the College.

This Finance Officer is part of our Finance Team and reports to the College Accountant as well as to the Head of Finance and Risk.

#### **KEY RESPONSIBILITIES:**

The key responsibilities of this role include, but are not limited to:

##### **Responsibilities**

- Complete bank reconciliations for all bank accounts
- Preparation of banking weekly or as required
- Complete credit card reconciliation for all corporate cardholders
- Monthly reconciliation of supplier statements
- Assist in the accounts payable function in terms of recording creditor invoices and performing payment runs
- Back up for AR and AP officers
- Handle purchase requisitions and issuing purchase orders where required
- Assist with inspection of deliveries against purchase orders, follow up on missing items and organising returns
- Assist during month end close (journals, recs) when needed
- Provide assistance to the Accountant and Head of Finance and Risk when needed
- Other duties as directed

##### **Key Selection Criteria**

1. Alignment with the vision and purposes of the College and a commitment to Christian Education
2. Reliable, able to main confidentiality, have a mature attitude with well-developed written and verbal communication skills

3. Accounting/Finance qualification or relevant experience
4. Commitment to providing excellent service to both internal and external clients
5. Ability to demonstrate initiative, be a team player, and willing to learn and adaptable to change
6. Excellent organisational and time management skills
7. Competent with Microsoft Office and other PC programs
8. Intermediate excel skills preferable.

### **Occupational Health and Safety**

The Finance Officer has delegated responsibility from the Principal (for their work station/office space, equipment and facilities associated with their role), to:

- Ensure that College Health and Safety Policy and procedures are deployed within the area of responsibility
- Ensure that safe operating procedures are developed and implemented which are appropriate for the hazards and risk profile of the activities of the workstation/office space
- Ensure that College safety systems are implemented, and compliance is regularly audited and monitored (e.g., hazard reporting, hazardous materials storage and documentation, plant and equipment purchasing, audits etc.)
- Ensure that health and safety is a scheduled agenda item within any staff team meeting
- Ensure that all hazards which are observed, and any incidents which may occur to any person within his/her area of responsibility are reported, documented, investigated and corrective actions are implemented as identified for action
- Ensure that Health and Safety issues are identified, planned for and resources required to manage health and safety issues are included in budgets
- Support Management and Colleagues in performing their roles in relation to health and safety matters
- Ensure that regular workplace inspections and audits are carried out in accordance with College safety systems

### **Child Safe Culture**

The Finance Officer has delegated responsibility from the Principal to:

- Work towards embedding an organisational culture of child safety, including effective leadership in and beyond their workstation/office space
- Be familiar with and promote familiarity with the College child safe policy
- Be familiar with and promote familiarity with the additional points that establish the College's expectations for appropriate behaviour with children
- Take part in screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel or volunteers
- Be familiar with and promote familiarity with processes for responding to and reporting suspected child abuse
- Always work to identify and reduce or remove risks of child abuse
- Always work towards appropriate participation and empowerment of children

### **Conditions**

Related to the Educational Services (Schools) General Staff Award 2010 with a salary depending on the candidate's experience & training.