



MELTON CHRISTIAN COLLEGE
Position Description: Finance Officer- Debtors

Reporting Structure:

This position reports directly to the accountant and is a Finance team member.

Role Purpose:

The Finance Officer—Debtors play a significant role at Melton Christian College by upholding our mission standards and diligently managing accounts receivable processes. The primary role of this position is to be responsible for debtors whilst maintaining positive relationships with our students, parents/guardians, staff and other stakeholders. This role will also share other responsibilities within the finance team.

Key Responsibilities:

- Invoicing of annual fees, charges, and levies to families.
- Record debtor transactions for receipts, concessions, discounts, fee remission, and other miscellaneous charges and credits.
- Set up and manage payment arrangements with families.
- Process new student enrolments during the year by issuing an invoice and making payment arrangements with the family.
- Process student withdrawals during the year by issuing a statement for unpaid charges or refunding advance fee payments.
- Debtor stewardship in monitoring and chasing payments for unpaid and overdue accounts.
- Manage debtor's ledger and perform monthly reconciliation for assigned accounts.
- Responsible for the month-end process for debtors, including generating relevant debtor statements and reports.
- Issue termly statements of accounts to families.
- Manage CSEF on the government website and process applications within the government reporting timeframe for funding purposes.
- Manage the Windcave funnel and record receipts from this site.
- Review problem accounts and recommend fee remission and/or write-off, as necessary.
- Weekly banking.
- Assist in other areas of finance as may be necessary from time to time, particularly accounts payable, purchase orders, and credit card management.

Key Selection Criteria

1. Alignment with the vision and purposes of the College
2. Excellent communication and interpersonal skills to liaise with school staff, parents, external organisations, and stakeholders.
3. Reliable, able to maintain confidentiality with strong working relationships.

4. Ability to foster a positive team environment that promotes respect, excellence, Christ-centredness, Community and a Passion for Teaching and Learning.
5. Accounting/ Finance qualification or relevant accounting or finance experience.
6. Strong understanding of accounting principles and practices resulting in proven experience in accounts receivable, preferably in an educational or nonprofit setting.
7. High level of attention to detail and accuracy.
8. Proficiency in Microsoft Office applications
9. Well-developed organisational, analytical and problem-solving skills.
10. Experience working with computerised accounts receivable software/ school accounting software is desirable.

Occupational Health and Safety

The Finance Officer- Debtors have 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 that are appropriate for the hazards and risk profile of the activities of the classroom/workstation/office space are developed and implemented.
- 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 are scheduled agenda items during any staff team meeting.
- Ensure that all hazards observed and any incidents that 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 and planned for and that resources required to manage health and safety issues are included in budgets.
- Support management and colleagues in performing their roles in health and safety matters.
- Ensure that regular workplace inspections and audits are carried out under College safety systems

Child Safe Culture

The Finance Officer- Debtors 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

This is related to the Educational Services (Schools) General Staff Award 2020, with a salary depending on the candidate's experience and training.

Last Reviewed: 7/06/2024