

# Administration Officer/Accounts Payable Position Description



| <b>Administration Officer/Accounts Payable</b>                           |  |
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| <b>AWARD:</b><br>Victorian Catholic Education Multi-Enterprise Agreement | <b>CLASSIFICATION</b><br>Education Support Category C Level 3                                      |
| <b>TERMS OF EMPLOYMENT:</b><br>Ongoing<br>8.30am – 4.36pm                | <b>ANNUAL LEAVE</b><br>7 weeks annual leave<br>(1 week of each term holiday, 4 weeks at Christmas) |
| <b>REQUIREMENTS:</b><br>Working with children check                      | <b>SUPERVISOR</b><br>Business Manager  |

## **CATHOLIC IDENTITY**

- Actively live and promote the College Mission.
- To promote and maintain Gospel values and the Catholic tradition among all sectors of the College, including students, staff and parents.
- Ensure and facilitate a Catholic inspired ethos within the school community.

## **POSITION OBJECTIVE:**

This position is an integral part of the administrative teams of the College, providing administrative, database and organisational support in the main office to students, parents, staff and the wider community. Responsible for the College’s Accounts Payable processes and Bus Coordination, this position shares the responsibilities to ensure that College databases are maintained with accuracy and in a timely manner.

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| <b>General Administration Responsibilities</b> | <ul style="list-style-type: none"> <li>• Mani office support including answer the phone, supporting students, parents and staff, welcoming visitors to the College and responding to general enquiries.</li> <li>• Sign in processes ensuring visitors comply with Child Safe Procedures</li> <li>• Receipting – cash, visa/debit cards</li> <li>• Student attendance support (1 day a week) including SMS messaging to families for daily absences, late passes for students</li> <li>• Other general administrative duties as required</li> </ul>  |
| <b>Accounts Payable Responsibilities</b>       | <ul style="list-style-type: none"> <li>• Perform day to day financial transactions including management of purchase orders and invoice payment processing.</li> <li>• Enter invoices, ensuring accurate coding and appropriate authorisations</li> <li>• Prepare regular and adhoc Cheque, EFT and BPay payments</li> <li>• Reconcile creditor statements</li> <li>• Maintain creditor databases and systems for audit purposes</li> <li>• Other financial processes that support the finance team as required</li> </ul>  |
| <b>Bus Coordinator Responsibilities</b>        | <ul style="list-style-type: none"> <li>• Coordination of Conveyance Allowance and Contract Bus applications</li> <li>• Coordination of student application for FCJ College Benalla buses for Euroa and Mansfield</li> </ul>  |
| <b>General / Other Duties</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.</li> <li>• Exercise pastoral care in a manner which reflects school values.</li> <li>• Commit to ongoing professional development activities.</li> <li>• Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.</li> <li>• Maintain currency of first aid, mandatory reporting, asthma and anaphylaxis training.</li> <li>• Attend all relevant school meetings and other applicable events, as required.</li> <li>• Demonstrate professional and collegiate relationships with colleagues.</li> <li>• Perform other duties as directed by the Business Manager or Delegate</li> </ul> |

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## Qualifications and Requirements

- Qualifications or relevant experience in Business Administration are desirable, but not essential
- First Aid Certificate HLTF301B – Apply First Aid
- Current Working With Children Check and National Criminal History Check

## Skills & Attributes

- Ability to work as part of a team
- High level verbal and written communication skills, including ability to communicate with children, parents and the school community
- Demonstrated administration experience, preferably within an educational setting
- Ability and willingness to accept policy directives

## Occupational Health and Safety

All employees have the responsibility to:

- Be responsible for their own health and safety and for the health and safety of anyone else who may be affected by their acts or omissions at the workplace.
- Adhere to safe work procedures, instructions and rules.
- Cooperate with the employer with respect to any action taken by the employer to comply with any requirement imposed by or under the Act.
- Not willfully or recklessly interfere or misuse anything provided in the interests of health and safety or the welfare of others.
- Not willfully place at risk the health and safety of any other person in the workforce.
- Report any injury or hazard to the Principal immediately

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| <b>Commitment to Child Safety</b> | FCJ College is committed to creating and maintaining a child safe environment in which students feel safe and are safe. It is a condition of employment that the incumbent be a person suitable to work with children.<br><br>FCJ College has a Child Safety Code of Conduct and as a staff member of the College, the incumbent is subject to and expected to comply with the Child Safety Code of Conduct as amended or varied from time to time. |
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**Signed:**

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(Employee)

**Date:**

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