



Saint Ignatius College Geelong

ROLE STATEMENT

Administration Officer - Finance
Primary Focus Accounts Receivable & Bussing

Date: Feb 2022

Every staff member at Saint Ignatius College Geelong is expected, at all times, to support the:

- College’s Catholic Ethos
- College’s Ignatian Ethos
- College’s Child Safe Policies and Procedures
- CECV Statement of Principles Regarding Catholic Education

All staff members at Saint Ignatius College Geelong are ultimately responsible to the College Principal via the Deputy Principal: Staff, Identity and Operations and the designated leader of their work area.
 Designated Leader of this work area – Business Manager

Nature of this role	<ul style="list-style-type: none"> • The essential role of every staff member at Saint Ignatius College Geelong is to provide the best possible child safe learning environment and pastoral care for each student according to the College Mission Statement and The Characteristics of Jesuit Education. • The staff member appointed to the above position is expected to perform the duties as outlined in this description, in a professional and respectful way and act as a role model for students. • The Primary focus of this role is the provision of effective support to the Business Manager in managing the financial operations of the College. A secondary aspect of the role is the under taking of a varied range of administrative and secretarial duties, giving administrative support to other School Officers who work in the Administration Centre of the College. • This person will ensure that all professional contact with the public is positive and welcoming and promote the College Ignatian Ethos
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The general responsibilities and accountabilities of this role	<ul style="list-style-type: none"> • Direct accountability is to the Business Manager • Develop and maintain collegial and professional relationships with colleagues • Contribute to a healthy and safe work environment for themselves and others and comply with all safe work policies and procedures • Always hold current certification for Level 2 First Aid and Anaphylaxis • Undertake an annual professional review • Support a performance and development culture • Adhere to all College policies as published on the College intranet • Undertake other duties as required by the Principal
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The specific duties of the role of Finance and Administration Officer with Primary focus as Bus coordinator and Accounts Receivable.	<ul style="list-style-type: none"> • To perform duties assigned by the Business Manager with a focus on Accounts Receivable – • Debt collection • Fee Payment Arrangements, including DD (Direct Debit) and CC (Credit Card) and regular payment processing of these arrangements • Receipting, BPAY, • School Fees <ul style="list-style-type: none"> • Generation of invoices • Adjustments – including exits • Refunds • Respond to queries • Sending out Statements regularly • Placing O/S Accounts with Debt Collection Agency and following up • Processing Change of Address information • Receipt and reconciliation of Interstate and overseas trips, including providing information to parents regarding payment timeframes via Operoo.
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Buses

- Streamlining process
- To act as Bus Coordinator re all matters relating to school buses
- Entering students into SAS for allocation of bus
- Arrange bus stops for best distribution of students for collection and to maximize bus usage and safe travel
- Be first point of contact for bus issues and student allocation
- Provide data to photographers for private bus card print
- Arrange distribution and collection of Bus forms
- Liaise with bus companies and Government Bus coordinator at Bellarine SC
- SCAS - Entering applications onto Student Conveyance Allowance System (SCAS) and applying for quarterly payment
- Make changes to family details on SAS (To assist with bus allocations and possible problems/issues)
- Preparing and send bus information to parents via Operoo.

CSEF

- Advising parents of the current CSEF (Camps Sport and Education Fund) and how to apply.
- Entering applications and applying for funds
- Applying Funds received from CSEF to families accounts

Office Administration

- Data entry using school data software (SAS2000) and Excel (when required)
- Archiving – Register control
- Data entry and other correspondence as directed by the Business Manager
- Photocopying and Printing.

Accounts Payable – creditors assist when required

- Processing all accounts payable tasks as required.

Banking – assist when required

- Balance and reconcile daily cash takings as required
- Depositing into school's account
- Taking cash and cheques to the local bank
- Monthly reconciling the bank statements with the General Ledger

Other Duties as required

- Assist at Reception
- Support the Deputy Principals during major College events, School Mass, School Assemblies, Parent/Teacher Interviews, College Musicals, Mosaic, Valedictory Dinner, College Open Day, Information Evenings and other relevant College Events
- As a member of the Education Support Team provide backup to reception and other Education Support Team staff
- Work collaboratively with the PA to the Principal and Administration Assistant to Deputy Principals
- All other duties as directed by the Business Manager

Key Skills

- Knowledge of SAS2000 database or willingness to learn
- Knowledge of XUNO Student Management System or willingness to learn
- Proficient use of Microsoft Office, Intranet and Internet
- Capacity to manage own time, complete multiple tasks within a set time frame and show initiative
- Attention to detail and accuracy
- Ability to take ownership of tasks
- Knowledge of Internet systems such as Operoo, Google Forms, Trybooking
- Highly effective communication and team-building skills
- Strong interpersonal skill, including the ability to liaise with a range of College stakeholders
- Demonstrated capacity to maintain confidentiality
- Extensive administrative experience

Child Safety and Pastoral Care	<ul style="list-style-type: none"> • 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 • Assist in the provision of a child-safe environment for students • Maintain currency of Child Safe training • Demonstrate a duty of care to students in relation to their physical and mental wellbeing • Be active participants in the College's pastoral care system • Proactively monitor and support student wellbeing • Exercise pastoral care in a manner which reflects Ignatian values • Implement strategies which promote a healthy and positive learning environment
Professional Development	<ul style="list-style-type: none"> • Commit to ongoing professional development in relation to your role • Be open to researching areas of interest relevant to directions provided in the school's strategic plan • Continue development of ICT skills as technologies evolve • Be an active member of a relevant professional association as duties permit • Support collegial learning • Participate annually in Ignatian professional development • Maintain currency of first aid, mandatory reporting and anaphylaxis training • Uphold the professional standards expected of this role

General, Administrative and School Community Duties	<ul style="list-style-type: none"> • Attend all relevant school meetings, including staff meetings when the notification to staff specifically indicates that support staff are required to attend • Attend whole-school assemblies and liturgies, whole-school sporting events, House events, Open Day, Mosaic Evening and other events as required by the Principal • Attend staff liturgical events and staff faith days • Use Information and Communications Technologies to enhance administration • Follow the College's financial procedures
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Co-Curricular Involvement	<ul style="list-style-type: none"> • Support and, where possible, be involved in the co-curricular program • Where appropriate, nominate participating students for awards or school colours • Create and maintain a safe environment in which students may enjoy their participation • Consider participation in social justice activities/retreats/spiritual programs.
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This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification by the Principal, in response to the strategic direction of the College and the development of the skills and knowledge of the position, including the changing needs and in consultation with the incumbent.

Remuneration

As per the Victorian Catholic Education Multi Enterprise Agreement 2018.

Remuneration and hours will be as agreed according to your contract of employment

Other requirements

Employees must have and maintain

- Valid Working with Children Check
- Valid National Police Record Check every 5 years