

Finance Officer

Position Title:	Finance Officer
Job ID:	250401
Reports To:	Finance Manager
Nature of Employment:	0.8FTE (30 hours per week), 48 weeks per year 24-month contract with the possibility to become ongoing
Commencement Date:	Immediate start (by negotiation)

College Overview

Emmaus Christian College is an independent, non-denominational Christian school. We provide high quality Christian education to children and young people who are from Christian families that are actively involved in their local church and other families who fully support the involvement of their children in the Christian teaching, life and expression of the school.

Emmaus Christian College is one school, two campuses. The Brooklyn Park Campus caters for ELC to Year 6. The South Plympton Campus caters for Foundation to Year 12.

Both campuses offer a seamless pathway to Year 12 where children who have been offered a Foundation to Year 6 position at Brooklyn Park, have at the end of Year 6, a guaranteed entry into Year 7 at the South Plympton campus.

At Emmaus Christian College we want our students to:

- **Belong** – to know others and be known
- **Flourish** – to discover and grow into who they are in Christ
- **Think** – to build their knowledge, apply their skills and discern the truth
- **Respond** – to respond to the call of God in their lives

Key Purpose:

The Finance Officer is responsible for the management of school fees and the processing of College invoices for payment, working collaboratively with other team members under the Finance Manager's direction.

Key Responsibilities:

School Fee Management

- Prepare and undertake the annual fee billing of school fees to families (FACTS Management system) in accordance with the College Fee Schedule.
- Set up and maintain scheduled fee payment agreements for all family accounts. Update charges and credits to school fees where necessary.
- Monitor the collection of school fees in accordance with the scheduled payment fee agreements, handle enquiries or requests from families regarding school fees and follow up all outstanding balances in a timely manner.

Purchasing & Payments

- Enter invoices into the finance software system (MAZE), including account coding of invoices.
- Process weekly EFT and cheque payment runs including ad hoc payments runs as required (ensuring appropriate invoice authorisations are received before payments are made).

Other

- Prepare journal entries as required.
- Process enrolment deposit receipts and refunds. Maintain enrolment deposit sub-ledger and its reconciliation with general ledger.
- Prepare sundry invoices for claiming from third parties, including external hire of facilities.
- Assist in for the preparation of the Annual Budget under the direction of the Finance Manager.
- Provide support to the Finance Manager for maintaining the College Asset Register, including timely annual depreciation calculations.
- Handle daily bank reconciliations.
- Assist with the preparation of monthly general ledger reconciliations.
- Provide support with the annual audit file preparation and assist external auditors as required.
- Assist in preparing quarterly BAS report in compliance with tax regulations.
- Undertake reasonable duties as directed by the Head of Business Services and Finance Manager.

College Expectations

All staff are expected to:

- Be a committed Christian with a strong passion for Biblically based Christian education.
- Contribute to the efficient and effective functioning of the team to meet College objectives by demonstrating appropriate and professional workplace behaviours, providing assistance to team members as required and undertaking other key responsibilities or activities as directed by the Principal or Head of Business Services.
- Perform their responsibilities in a manner which reflects and responds to continuous improvement.
- Support the policies and expectations of the College.

Selection Criteria:

- Be a committed Christian with a strong passion for Biblically-based Christian education.
- Minimum of 2 years' relevant experience working in a Finance team processing either Accounts Receivable/Accounts Payable.
- Experience in an education setting would be advantageous.
- Ability to work confidentially, with tact and discretion.
- Excellent organisational, time management skills and a high attention to detail.
- Strong interpersonal skills and an ability to successfully communicate and liaise with people at all levels, both internal and external to the College.
- Sound analytical skills with an ability to identify and solve problems.
- Current satisfactory Working With Children Check (WWCC) and RRHAN-EC Certificate, or willingness to obtain.



Emmaus
Christian College

Submitting Your Application

Applicants should provide:

1. A written application that addresses the selection criteria outlined in the position description.
2. Curriculum Vitae which provides full personal details, qualifications, previous employment and experience.
3. A completed '[Application for Non-Teaching Position Form](#)'.

Application submissions must be sent to recruitment@emmauscc.sa.edu.au and include all three documents to be considered. Please reference the Job ID in the subject line: Job ID 250401.

For further information about this position, please contact Human Resources on (08) 8292 3888 or email recruitment@emmauscc.sa.edu.au.