

Finance Officer

Title:	Finance Officer
Reports To:	Finance Manager
Classification:	Grade 2 Level 1
Nature of Employment:	Ongoing Full-time (37.5 hrs/week, 46 weeks/year)

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 the school fees and the processing of the 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 in accordance with the College Fee Schedule.
- Set up and maintain scheduled fee payment agreements for all family accounts.
- Monitor the collection of school fees in accordance with the scheduled payment fee agreements, provide regular statements to families on progress of payment and follow up all outstanding balances as soon as possible.

Purchasing, Payments & Payroll

- Entering invoices into the finance software system (MAZE), including coding of invoices.
- Weekly processing of payment runs including ad hoc payments runs as required (ensuring appropriate invoice authorisations are received before payments are made).

Other

- Prepare sundry invoices for claiming from third parties, including external hire of facilities
- Provide annual input into the preparation of the Annual Budget under the direction of the Finance Manager
- Provide back up support to the Finance Manager for the College Asset Register, including regular audit and yearly stock-takes of College Assets and their condition.
- Provide back up support to the Payroll Officer for the preparation of Bank Reconciliations
- Provide assistance with the annual audit file preparation and assisting external auditors as required
- Undertake other lawful and reasonable duties as directed by the Head of Business Services.

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 of 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.

Submitting Your Application

Closing Date: 9:00am Monday 9 January

However, applications will be reviewed prior to the closing date.

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.

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