

FINANCE OFFICER

Position Description

Function

The Finance Officer provides comprehensive financial, accounting, payroll, reporting and administrative support to the Chief Financial Officer. The role supports the effective operation of the Finance Office through financial reporting, general ledger management, reconciliations, accounts receivable, payroll support, taxation compliance, budgeting support and stakeholder service. The position contributes to the financial integrity, operational effectiveness and long-term sustainability of the College.

The Finance Officer effectively supports the delivery of high-quality financial services to the College through accurate financial processing, reporting, compliance, stakeholder support and continuous improvement of finance operations.

Classification:

As determined by the College within the current *Lutheran Schools SA Enterprise Agreement*.

Tenure

Fixed-term, part-time.

Conditions

15 hours per week, 48 weeks per year. Hours as negotiated with the Chief Financial Officer. Some flexibility may be required during peak periods including month-end, year-end, audit and annual fee billing cycles.

Location

The position will be located at Concordia College, Concordia Campus, 24 Winchester Street, Highgate.

Line Management

This position directly reports to the Chief Financial Officer.

Essential Characteristics

Education & Qualification

- Completed secondary school
- Certificate IV, Diploma or equivalent qualification in Accounting, Bookkeeping, Finance or Business Administration
- Qualification and experience applicable to the role
- Working With Children Check & RRHAN-EC certification
- First Aid accreditation

Knowledge & Experience

- Experience in a finance, accounting or bookkeeping role
- Accounts receivable and debtor management experience
- General ledger reconciliations and financial reporting experience
- Payroll support and payroll administration experience
- Experience with BAS, GST and FBT administration
- Experience with budgeting support and financial analysis
- Experience using accounting and ERP systems, preferably Synergetic
- Advanced Microsoft Excel skills
- Current knowledge of accounting principles and financial administration practices
- Knowledge and experience appropriate to the role
- Appropriate knowledge of digital technologies applicable to the role
- Experience in a similar role previously

Personal Qualities

- Demonstrates alignment with the College values:
 - **Integrity** (Our actions align with our words, even when it is difficult.)
 - **Courage** (We embrace challenge and take healthy risks.)
 - **Aspiration** (We strive for continuous growth and improvement.)
 - **Care** (We show respect and kindness to ourselves and others.)
 - **Connection** (We welcome, include and appreciate others)
 - **Grace** (We show humility, gratitude and forgiveness)
- Motivates and influences through exceptional communication and collaboration
- Demonstrates excellent professional judgement, composure and resilience when faced with challenge
- Openness to change and improvement
- Projects positivity and displays genuine enthusiasm and optimism.

Lutheran Identity

1. The Finance Officer

- 1.1 strengthens the College's ethos through ensuring that human relationships and activities are modelled on its Lutheran identity. In this way, the **Finance Officer** unites with the community in continually creating Concordia College as a place of service and transformation, within the Lutheran tradition

Positional Responsibilities

2. Reporting Relationships

- 2.1 Is accountable to the Chief Financial Officer for meeting role responsibilities
- 2.2 Will work in close collaboration with the Chief Financial Officer and members of the Finance Team
- 2.3 Meets all accountability requirements as set down by the College's policies and directives.

3. Decision Making

- 3.1 Consults with all relevant stakeholders in decision-making matters, as appropriate, ensuring that the best interests of all are maintained
- 3.2 Takes direction from the Head of College and Chief Financial Officer

4. General

- 4.1 Assists the Head of College in fulfilling the aims and purposes of Concordia College and supports and maintains the philosophy and ethos of the College as summarised in the Mission Statement
 - 4.2 Assists the Head of College in keeping with the ethos, values and traditions of the College
 - 4.3 Has an understanding of, and demonstrates a strong commitment to, the ethos and practice of Lutheran schooling and Christian living
 - 4.4 Accepts the delegated responsibility and authority vested by the Head of College
 - 4.5 Consistently shows support for, and leadership within, school-wide policy initiatives and strategic plans, both within and outside the College
 - 4.6 Understands, leads, promotes and works within the parameters of the College's security, privacy and copyright policies and practices
 - 4.7 Attends meetings and other appropriate committee meetings as directed by the Head of College
 - 4.8 Complies with Legislative requirements and the Lutheran Schools SA Enterprise Agreement
 - 4.9 Is familiar with, leads in, supports and ensures the implementation of WHS policies and practices as appropriate
 - 4.10 Complies with all College policies, including policies introduced or varied after the employment commences
 - 4.11 Performs duties according to the College Workplace Conduct Policy for staff
 - 4.12 Is required to install and use a company approved Two Factor Authentication application on their personal phones to enable access to the College schools ICT systems
 - 4.13 Understands and applies the College's child safe policies and procedures, including identifying and reporting risks, identifying child abuse indicators, disclosures and internal and external reporting obligations
 - 4.14 Leads in and performs tasks and out-of-hours duties to fulfil the responsibilities of the role, and as required
 - 4.15 Leads, promotes and maintains a positive and productive workplace environment
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- 4.16 Understands and applies the College's child safe policies and procedures including identifying and reporting risks, identifying child abuse indicators, management of disclosures and internal and external reporting obligations
- 4.17 Undertakes other duties as required by the Head of College and Chief Financial Officer.

5. Knowledge & Understanding

- 5.1 Demonstrates sound accounting and bookkeeping knowledge.
- 5.2 Is proficient in the use of Microsoft Outlook, Excel, Word, Synergetic, Alii, FACTS and other software required to perform the role
- 5.3 An understanding of the concept and requirements of productive and friendly service to families, students and staff within the context of a school environment
- 5.4 Demonstrate use of appropriate software and technical knowledge in carrying out duties
- 5.5 A willingness to become conversant with new ICT applications as required
- 5.6 General understanding of education environments, procedures and practices
- 5.7 Knowledge of standard techniques and practices associated with finance

Use of Skills and Problem Solving

- 5.8 Demonstrates advanced Excel and financial reporting skills
- 5.9 Maintains a high degree of accuracy in data entry and financial processing
- 5.10 Has strong organisational, analytical and problem-solving capabilities
- 5.11 Identify and apply knowledge and skills to a range of processes and procedures to perform and resolve tasks or problems within the school environment
- 5.12 Demonstrates excellent communication and customer service skills
- 5.13 Proactively collaborate with relevant stake holders to improve the effectiveness of the existing administrative systems for the finance department
- 5.14 Use effective time management skills to deal with multiple daily and long-term tasks
- 5.15 Use initiative, drive and ability to investigate, trouble-shoot and problem-solve individual and collaborative situations

Control, Authority and Decision Making

- 5.16 Collaboratively establishes and monitors task deadlines
- 5.17 Collaborates with the CFO in the planning and completion of ongoing projects
- 5.18 Has the authority to work within the scope of the job description

Judgment

- 5.19 Has the ability to prioritise within the requirements of the role
- 5.20 Locates and provides accurate information, based on a variety of sources, in relation to enquiries
- 5.21 Provides relevant information as requested

6. Responsibilities and Accountabilities – Role Specific

Financial Accounting & Reporting

- 6.1 Prepares monthly accounts and supporting reconciliations for OSHC and ELC operations.
- 6.2 Assists with the preparation of monthly management reports.
- 6.3 Prepares journals, accruals, prepayments and other month-end adjustments.
- 6.4 Reviews and reconciles general ledger accounts to ensure the accuracy and integrity of financial records.
- 6.5 Assists with month-end and year-end financial close processes.
- 6.6 Assists with the preparation of annual financial statements and audit requirements.
- 6.7 Provides budget expenditure reports to budget holders and managers.
- 6.8 Prepares faculty, departmental and management reports as required.
- 6.9 Assists with budgeting, forecasting and financial modelling processes.
- 6.10 Assists the Chief Financial Officer with financial analysis, reporting and special projects
- 6.11 Carrying out other duties as required

Accounts Receivable and Debtor Management

- 6.12 Assists with the annual school fee billing process.
- 6.13 Maintains family debtor accounts and fee records.
- 6.14 Manages debtor receipts, payment plans and account reconciliations.
- 6.15 Follows up overdue accounts in accordance with College policies and procedures.
- 6.16 Provides support to families regarding FACTS payment plans and direct debit arrangements.
- 6.17 Administers and reconciles FACTS billing processes with Synergetic.
- 6.18 Processes family account adjustments, remissions and miscellaneous charges.
- 6.19 Investigates and resolves family account enquiries.
- 6.20 Assists with debt collection processes where required.
- 6.21 Provides a high level of customer service to families and stakeholders

Payroll & Employee Benefits

- 6.22 Provides payroll support including payroll processing and reconciliation activities.
- 6.23 Assists with maintaining payroll records and employee data.
- 6.24 Supports the administration of staff leave records and payroll reporting.
- 6.25 Assists with salary packaging administration and record keeping.
- 6.26 Assists with superannuation, PAYG and payroll-related compliance requirements.
- 6.27 Supports WorkCover administration, annual declarations and reconciliations.
- 6.28 Maintains confidentiality of employee payroll information at all times

Banking and Reconciliations

- 6.29 Prepares and maintains regular bank reconciliations.
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- 6.30 Investigates and resolves reconciling items promptly.
- 6.31 Reconciles balance sheet and control accounts.
- 6.32 Reconciles credit card transactions and supporting documentation.
- 6.33 Reconciles P&F and OCA financial records and accounts.
- 6.34 Reconciles school trips, camps, excursions, international tours, musical productions and other special projects.
- 6.35 Maintains supporting reconciliation schedules and documentation.
- 6.36 Ensures all reconciliations are completed accurately and within required timeframes.

Taxation & Compliance

- 6.37 Prepares Business Activity Statements (BAS) and associated reconciliations.
- 6.38 Maintains GST records and supporting documentation.
- 6.39 Prepares and maintains Fringe Benefits Tax (FBT) records and supporting calculations.
- 6.40 Maintains documentation to support internal and external audits.
- 6.41 Supports compliance with all accounting standards, legislation and College policies.

Asset Management

- 6.42 Assists with management and maintenance of the College Asset Register.
- 6.43 Records asset acquisitions, disposals and transfers.
- 6.44 Processes depreciation journals and reconciliations.
- 6.45 Assists with periodic asset verification and stocktake activities.
- 6.46 Supports asset reporting requirements for management and audit purposes.

Ancillary Operations and Entity Reporting

- 6.47 Assists with reporting and reconciliation of Uniform Shop operations.
- 6.48 Assists with reporting and reconciliation of Canteen operations.
- 6.49 Assists with reporting and reconciliation of OSHC and ELC operations.
- 6.50 Supports financial reporting for associated College entities.
- 6.51 Assists with reporting and reconciliation of fundraising and community organisations including P&F and OCA.
- 6.52 Supports financial administration for special events and projects as required

General

- 6.53 Assists with Finance Office counter, telephone and email enquiries.
 - 6.54 Maintains accurate financial records and filing systems.
 - 6.55 Supports continuous improvement of financial systems, procedures and internal controls.
 - 6.56 Works collaboratively with all members of the Finance team.
 - 6.57 Performs other duties as directed by the Chief Financial Officer that are commensurate with the level and classification of the position.
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6.58 Contributes positively to a professional, collaborative and service-oriented Finance Office environment

7. People & Culture

- 7.1 Build a positive environment that promotes the College's values framework.
- 7.2 Promote positive conversation about the College and consistently show support for College initiatives and strategic plans, both within and outside the College.
- 7.3 At all times fosters appropriate and positive relationships with students and staff
- 7.4 Contributes to maintaining appropriate expectations for team and student behaviour with the Faculty Leader
- 7.5 Ensures our Christian values are visible
- 7.6 Demonstrates, expects and communicates behaviours that reflect the values and culture of the College
- 7.7 Establishes and maintains high expectations of staff and students
- 7.8 Acknowledges successes and encourages collegiate support.

8. Managing Resources

- 8.1 Support compliance with WHS regulations and inform the CFO of any concerns regarding equipment or facilities
- 8.2 Contribute to administrative processes, ensuring requirements and deadlines are met.

Performance Appraisal & Review

- 1. The Finance Officer is accountable for and appraised annually on the basis of executing the responsibilities outlined in this duty statement.
- 2. All roles evolve over time, and the school is regularly committed to reviewing and updating duty statements to ensure they accurately reflect each employee's contribution and the College needs. The Finance Officer role will be reviewed on a yearly cycle, or more frequently as appropriate.
- 3. A formal appraisal process will be conducted at end-of-tenure to determine the future of the role and the suitability of the incumbent.

September 2026
