

POSITION DESCRIPTION
ACCOUNTS OFFICER

THE FRIENDS' SCHOOL



POSITION HOLDER:	
SECTION:	Financial Services
PERIOD OF APPOINTMENT:	Permanent Part Time
POSITION REPORTS TO:	Business & Systems Accountant
REPORTS TO POSITION:	Nil
CLASSIFICATION:	Level 4, The Friends' School (General Staff) Enterprise Agreement 2018
STUDENT CARE:	No
HOURS:	20 Hours per week (4 hours per day)

P U R P O S E

To support and administer the School's Financial Services functions in accordance with School policies and procedures. Assist with the processing, reconciliation and payment of supplier invoices and staff reimbursements; preparation of banking and floats; document management; obtaining authorisations; administration of petty cash; and in the maintenance of databases and registers.

P R I M A R Y D U T I E S

- Assist in general daily duties within Financial Services, including processing of purchase orders, invoices and other documentation and obtaining appropriate authorisations.
- Assist in administering the Expense Manager automated processing system and prepare, code and process income and expense batches to the School's MYOB accounting system.
- Compile and reconcile cash takings and / or bank deposits as required.
- Maintain petty cash and float requirements.
- Maintain Accounts Office stationery requirements.
- Reconciliation and accounting support tasks, including assisting with reconciliation of supplier accounts, petty cash, general ledger account analysis and general Financial Services support duties as required.
- Assist with management and reconciliation of credit cards and fuel cards within the school and ensure that transactions are reconciled and entered on a timely basis
- Maintain and distribute various spreadsheets, databases and registers as assigned.

- Relieve and assist with the duties of the Purchasing & Procurement Administrator, as required.
- Other related duties, either within Financial Services or elsewhere in the School's administration, as required.

DELEGATIONS

- Nil

SUPERVISION OF POSITIONS

- Nil

KEY RELATIONSHIPS

- Financial Services Manager
- Purchasing & Procurement Administrator
- Financial Services team members
- School suppliers
- Various sectional managers and responsible persons

SELECTION CRITERIA

- Demonstrated high level of computer literacy and accuracy, using standard software packages for spreadsheets, email, and database management.
- Prior experience in finance and administration, or relevant qualifications will be an advantage.
- High level interpersonal, communication and analytical problem-solving skills.
- Demonstrated time management and workflow prioritisation skills and an ability to exercise initiative and responsibility in day-to-day work.
- The ability to work safely in an office environment and be fit to carry out the duties of the position.
- Strong support for the Purpose and Concerns and ethos of The Friends' School.

C O N F I D E N T I A L I T Y

A school environment is one where you will have access to highly confidential information, therefore it is critical for the School to explicitly state the following:

Definition

Confidential Information includes, with the exception of information in the public domain, any information:

- disclosed to you by or on behalf of The Friends' School;
- which comes into your possession, or is generated by you, in the course of your employment, whether or not the information was originally supplied by The Friends' School;
- relating to the dealings, financial arrangements, transactions, general affairs, details of suppliers, staff members, agreements entered into with The Friends' School and the financial position of The Friends' School and other matters that do or may affect the financial position or reputation of The Friends' School; and
- relating to internal management of The Friends' School, the structure of The Friends' School businesses, The Friends' School personnel, policies, strategies, plans, or aspects of its future activities.

Your obligations

You are expected to:

- use Confidential Information solely for the purpose of performing your duties;
- take all reasonable precautions as may be necessary to maintain the confidentiality of Confidential Information;
- not remove any Confidential Information from the school's premises without its prior consent;
- not (except in the normal course of carrying out your duties) copy or duplicate any Confidential Information without the consent of The Friends' School and
- immediately notify The Friends' School of any suspected or actual unauthorised use, copying or disclosure of Confidential Information.

Signed acceptance of the above position description.

Name:

Date:

Signature:

CONDITIONS OF EMPLOYMENT

- A salary will be paid according to qualifications and experience at rates stated in *The Friends' School (General Staff) Enterprise Agreement 2018*.
- General conditions of employment will be in accord with *The Friends' School (General Staff) Enterprise Agreement 2018* and *The Friends' School Staff Code of Conduct*.
- Provision is made for Long Service Leave in accordance with the *Long Service Leave Act 1976*, with the exception that employees are entitled to Long Service Leave after 10 years of service.
- In accordance with Australian Government legislation, employees are entitled to elect the complying superannuation fund into which their 10% employer superannuation contributions will be paid. However, the School offers staff appointed to permanent positions an employee superannuation plan that provides a range of employer funded benefits to participating employees, including 11% employer contributions.
- Employees of The Friends' School will respect and comply with the Staff Code of Conduct.
- All appointments are made subject to the provision of a satisfactory National Police Record Check. Any offer of appointment will become void should the Police Record Check present any concerns in respect to our Duty of Care to students and staff of the School. Current Working with Vulnerable People Registration (employment category) is also required.
- It is anticipated that staff will maintain the necessary level of fitness appropriate to fulfil the inherent duties of the position.
- In accordance with the Work Health and Safety Act 2012 (Tasmania), as an employee of The Friends' School you must:
 - take reasonable care for your own health and safety; and
 - take reasonable care that your acts or omissions do not adversely affect the health and safety of others; and
 - comply, so far as you are reasonably able, with any reasonable instruction that is given by the School; and
 - cooperate with any reasonable policy or procedure, safe work instruction relating to health or safety at the School that has been notified to staff.
- Fee concessions are available to assist staff in having their children educated at the School.
- No cost use of the gym and pool at Friends Health & Fitness.
- Corporate Health Insurance Plan through BUPA and St Lukes.
- The Friends' School is an equal opportunity employer.