



# Accounts Officer

## POSITION DESCRIPTION

<b>POSITION:</b>	<b>Accounts Officer</b>
<b>AWARD / AGREEMENT:</b>	Girton Grammar School Bendigo Enterprise Agreement 2022 Educational Services (General Staff) Award 2020
<b>REPORTS TO:</b>	Finance Manager / CFO
<b>EMPLOYMENT TYPE:</b>	Part-time, Permanent, 0.8 FTE
<b>SALARY:</b>	Grade 2.2.1 Classification

### PURPOSE OF POSITION

Under the direction/in consultation with the Finance Manager, ensure the efficient processing of accounts in accordance with the Schools' financial management guidelines and processes. This includes providing reports and advice to the Finance Manager. Investigative and problem-solving skills are essential to this role.

### ABOUT GIRTON GRAMMAR SCHOOL

Girton Grammar School in Bendigo is a leading independent school which provides an enriching and supportive educational environment for approximately 1,100 students from Prep to Year 12.

With a Junior School campus and separate Senior School campus located in the centre of town, this renowned School sits at the heart of the Bendigo community.

The school is proud of its culture and reputation of optimism and commitment to students and staff, translating to personal growth and academic achievement that ensures Girton Grammar School in a leading independent school in Regional Victoria.

Our rich history and steadfast values have, over time, built a school culture where we value equally, people, character, and learning. The behaviour and attitude of our students and staff contributes to a learning environment where every child is known, and their individuality is respected.

### KEY OUTCOMES

The successful candidate will be responsible for achieving the following outcomes:

#### Accounts Receivable

1. Oversee the processes required to prepare, send out and receipt all school fee related invoices, including but not limited to
  - a. Tuition fees
  - b. Camps and excursions,
  - c. Co-curricular activities, including electives.
  - d. Music tuition
  - e. Raise miscellaneous invoices/other debtors.
2. Ensure all charges have the correct GST treatment.



3. Communicate and advise parents and families on the options for the payment of fees and school expenses (BPay, phone, credit card, direct deposit, cash, cheque etc.).
4. Contact parents/families regarding the late payment or failure to pay fees and invoices and advise them of the options and processes for payment, including EdStart.
5. Manage debt collection and refer non payment to the Finance Manager / CFO and/or Principal, where required.
6. Process bursaries, scholarships and hardship payments and arrangements related to school fees, including EdStart arrangements.
7. Monitor school enrolments and students who leave the school to ensure accounts and invoices accurately reflect school fees owing.
8. Actively explore process improvements and efficiencies in consultation with the Finance Manager / CFO.

### **Coordination of budgets and accounts**

9. Provide support to the Chief Financial Officer in the oversight of the Schools' income and expenditure and associated reporting and regulatory frameworks to ensure its statutory and compliance obligations are met.
10. In consultation with the Chief Financial Officer, oversee debtor management, variance reports, profit and loss balance sheet and general journals.
11. Prepare accurate monthly accounts and associated reporting for use by the Chief Financial Officer in Board, Finance, and CDMP Committee meetings.
12. Assist the Chief Financial Officer in the preparation of school budgets and preparation of the annual accounts.
13. Assist in preparing information for the annual audit.
14. Maintain the asset register and ensure lease arrangements are accounted for correctly.
15. Prepare daily bank and monthly general ledger reconciliations.
16. In consultation with the Finance Manager / CFO, provide advice and support to staff on financial and budgetary matters, including accounts Receivable.
17. Accurately receipt Government funding.
18. Identifying transactions with FBT implications.
19. Provide back up to Payroll and undertake the payroll processing, when required.

From time to time, the Accounts Officer will be required to undertake other duties, as directed by the Finance Manager/ CFO or Principal.

### **KEY SELECTION CRITERIA / ESSENTIAL QUALIFICATIONS/SKILLS**

1. Accounting and/or book keeping qualifications and/or experience within a similar size and complex organisation.
2. Previous experience in accounts receivable (or payable) and coordinating the issuing and receipting of invoices.
3. A sound understanding of budgetary and financial management principles, and statutory and compliance obligations, including a working knowledge of FBT and GST.
4. Well developed ITC skills, including accurate data entry and use and management of financial data systems/software).
5. Sound communication and interpersonal skills and a proven ability to provide high level customer service support.
6. An attention to detail and proven ability for accurate data entry and processing of accounts.
7. Ability to work within a team based environment as well as the capacity to work autonomously when required.
8. Previous experience and/or a capacity to assist and/or develop the skills to coordinate Payroll.



### PERSONAL CHARACTERISTICS

- Open-minded and collaborative,
- Ability to operate at high levels of confidentiality,
- Optimistic and enthusiastic,
- Personal integrity, honesty and fairness,
- Creative and organised,
- Builds relationships and develops trust with students, staff and families,
- Remains calm, focussed and maintains perspective when dealing with difficult situations.

### MISSION AND VALUES

All staff must have an understanding of and commitment to working within the School's stated values in striving towards achievement of our mission. Further information regarding expectations of staff can be found in the Mission and Values document on Girton Grammar School's website.

### CHILD SAFETY

Girton Grammar School is committed to promoting child safety, children's wellbeing and protecting children from abuse. Ministerial Order 1359 requires the School to implement child safety standards and to accommodate and take the needs of all children into account when creating a child safe environment. All staff must comply with the School's child safety policies and related policies and procedures, uphold the overarching principles and values set out, and take all reasonable steps to promote the safety of children. All employees at Girton Grammar School are required to:

- Have a current Working with Children's Check or VIT registration,
- Complete all mandatory reporting training and education about Child safety,
- Adhere to the Schools Child Protection Policies and Procedures,
- Report suspected cases of child abuse in accordance with school policies.

### OCCUPATIONAL HEALTH AND SAFETY (OHS)

Workplace health and safety is the responsibility of all staff. All staff are responsible and accountable for:

- Demonstrating a full awareness of work health and safety issues and School OHS instructions, policies and procedures including, but not limited to, any first aid or emergency procedures and ensuring compliance with these,
- Assuming allocated roles in the School's emergency response or occupational health and safety structures,
- Taking reasonable care of their own health and safety and the health and safety of others who may be affected by their acts or omissions,
- Promoting a safe work environment by raising OHS issues in a timely, constructive and solution orientated manner with a Manager or the OHS Committee,
- Immediately reporting any Notifiable Incident or any identified health and safety matter via the appropriate channels.

### COVID-19 SAFETY

Girton Grammar School is committed to the health and safety of its staff, students and broader school community, which includes preventing the spread of diseases such as COVID-19 on campus and amongst members of the school community. In accordance with our commitment to minimising the risk of COVID-19 transmission, all staff, as a condition of their employment, are required to be fully vaccinated against COVID-19.



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### ADDITIONAL INFORMATION.

Appointment of successful applicants will be made subject to a satisfactory pre-employment check.

A six-month probation employment period applies to all new staff members commencing employment at Girton Grammar School.

Employment conditions are in accordance with the Girton Grammar School Bendigo Enterprise Agreement, as varied from time to time.

Girton Grammar School reserves the right to modify position descriptions, as required. Where this is required, staff will be consulted.

### REFERENCE DOCUMENTS

[Strategic Plan 2023 - 2028](#)

[Mission and Values document](#)

[Child Safety Policy](#)

### APPROVAL

<b>Developed</b>	February 2023	<b>Next Review</b>	March 2025
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