



St John's Lutheran  
Primary School

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## **JOB DESCRIPTION: FINANCIAL ASSISTANT**

- 1. POSITION TITLE:** FINANCE ASSISTANT (Part-time)
- 2. STARTING DATE:** 20<sup>th</sup> January, 2010
- 3. MAIN PURPOSE OF THE JOB:** The Finance Assistant is responsible for assisting with the management of the finances, and Accounts payable and receivable.
- 4. DIRECTLY RESPONSIBLE TO:** Finance Officer and the Business Manager

### **5. SCHOOL ETHOS:**

All staff are required to contribute to the maintenance of the Christ-centred caring atmosphere and support the mission and aims of the school. Staff are required to be supportive of the ethos of the school by setting an example of personal conduct consistent with a Christian environment.

## **1. KEY RESPONSIBILITIES:**

### **1.1. GENERAL**

- 1.1.1. Provide close support to the Business Manager and Finance Officer in the day-to-day operation of the School.
- 1.1.2. Have integrity and honesty without question;
- 1.1.3. Demonstrate sound time management, verbal and written communication and financial management skills;

### **1.2. FINANCE AND ACCOUNTING**

- 1.2.1. Ensuring that there is proper accounting and control over all income received (fees, government grants etc.) and expenditure (operating costs, asset purchases etc.).
- 1.2.2. Payment of all creditor accounts on a timely basis.
- 1.2.3. Control of all expenditure by reference to budget.
- 1.2.4. Invoicing fees to families and collection of monies owing to the school, principally fees in accordance with policies established by the Council in relation to payment terms and fee relief.
- 1.2.5. Advising the Business Manager in relation to the financial management of the School.
- 1.2.6. Attendance at any meetings as required by the Principal.
- 1.2.7. Assistance in the preparation of year end financial statements and statutory returns.

### **1.3 HEALTH AND SAFETY:**

Take all reasonable care to protect your own health and safety as well as that of other persons in the school and will comply with school health and safety policies and instruction.

### **1.4 INVOLVEMENT IN THE LIFE OF THE SCHOOL**

All staff are required to contribute to the maintenance of the Christ-centred caring atmosphere and support the mission and aims of the school. Staff are required to be supportive of the ethos of the school by setting an example of personal conduct consistent with a Christian environment.

### **1.5 OTHER DUTIES**

It should be noted that, while detailed, this job description is not exhaustive and the Finance Officer, Business Manager or Principal may, at their discretion, vary the responsibilities of the Financial Assistant as required.

### **1.6 SKILLS and QUALIFICATIONS:**

#### **(a) Essential:**

- i. Requires an excellent understanding of accounting principles and maintaining financial records;
- ii. Be adaptable to learn new systems appropriate for the school;
- iii. Experience in processing Accounts Payable and Accounts Receivable;
- iv. An understanding of accrual accounting and the processes and reconciliations involved in the preparation of a set of accrued financial statements (e.g. Income & Expenditure Statement, Balance Sheet, and Cash Flow Statement);
- v. Need to be competent with operating the Microsoft Office Suite computer software including Excel and Word;
- vi. Compliance with New South Wales Child Protection legislation applies to this position.
- vii. Ability to work as part of a team
- viii. Understanding of, and ability to practice, Confidentiality and Privacy issues.
- ix. Committed Christian and willing to support and uphold the Lutheran Ethos of the school and the Christian faith.
- x. Good oral and written communication skills

#### **(b) Desirable:**

- i. Educational training in accounting and/or commerce (University or TAFE level);
- ii. Previous experience in a school finance/accounting role would be seen as an advantage;
- iii. Previous experience in The Alpha Schools System (TASSWEBB) would be seen as an advantage.

### **CONDITIONS of EMPLOYMENT:**

- (a) The terms and conditions of employment shall be as detailed in the Independent Schools NSW (Combined Non Teaching Staff) Enterprise Agreement 2010 – 2011;
- (b) Following and inclusive of a probationary period of three months, the position is approximately 0.35 FTE (2 days) per week from 9.00 am – 3 pm with 4 weeks annual leave;
- (c) There is the possibility of an increase of days in this job in the future.

- (d) The salary is based on the Independent Schools NSW (Combined Non Teaching Staff) Enterprise Agreement 2010 – 2011. The fortnightly salary (pro-rata) is based on that for a full-time Clerical Officer Level 2;
- (e) Performance reviews are to take effect with the Business Manager every 12 months during employment;
- (f) Termination of this contract, save in the event of conduct that is inconsistent with the role or prejudicial to the best interests of St John's as determined by the Principal, is contingent upon advice of either party. Such notice of termination shall be in writing, in accordance with the NSW School Support Staff (Independent Schools) State Award. In the event of such termination the Finance Officer shall have no other claims save the statutory entitlements against the school from the date of such termination.

**Applications close on Monday 23<sup>rd</sup> November 2009.**