



CATHOLIC REGIONAL COLLEGE CAROLINE SPRINGS

FINANCE ASSISTANT

Title	Finance Assistant
Classification	0.6FTE
Category	Category C
Reports to	Business Manager Assistant Business Manager
Conditions	Catholic Education Multi Enterprise Agreement 2022

Purpose of Position

The Finance Assistant is responsible for assisting the Business Manager and Assistant Business Manager with the efficient day-to-day and strategic long-term operations in the area of Finance.

This role requires significant attention to detail through data entry and validation using a variety of platforms, alongside strong communication and interpersonal skills. The Finance Assistant will work with a range of staff members in varied capacities to provide effective administrative support that assist in the efficient financial operations of the College.

Key Contacts

- Business Manager
- Assistant Business Manager
- Finance Team

Key Duties and Responsibilities

The duties of the finance assistant will aim to provide support the work of the Business Manager and Assistant Business Manager. These duties include in the incumbent being able to:

- Assist with the collection of fees in line with the College's Fee Policy, including liaising with families regarding allowances and concessions, and liaising with the Finance Manager
- Assist in the preparation of surveys and reports as requested by Melbourne Archdiocese of Catholic Schools, State and Commonwealth Government departments
- Assist with the sibling discount MS Query
- Assist with input and maintenance of all computerised accounting, school fee records and direct debits
- Post fee payments by recording cash, cheques, and credit card transaction and daily banking reconciliation
- In the absence of the Business Manager and/or assistant Business Manager, process the fortnightly payroll run
- Assist in the generation of Camp and Cultural Immersion invoices, and associated payment reconciliation
- Enter CSEF applications onto the relevant government portals
- Undertake other duties as requested by the Principal, Deputy Principals, Business Manager and Assistant Business Manager.



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Communication

- Liaise with students, staff, parents and the community in a calm and professional manner
- Facilitate and provide quality and efficient written and verbal communication
- Build and sustain positive relationships with staff, parents and students

Child Safety

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

- Have a clear understanding of Ministerial Order 870 on Child Safety as it relates to the College's Code of Conduct, policies, procedures and practice
- Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety
- Provide students with a child-safe environment
- Uphold a zero-tolerance attitude towards child abuse
- Ensure cultural safety for Aboriginal children and children from culturally and/or linguistically diverse backgrounds
- Provide a safe and accessible environment for children with a disability
- Implement strategies that promote a healthy and positive learning environment

Final Statement

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other tasks, not specifically stated, and the College may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the College.