



Guilford Young College

Finance Officer Position

Application Package for Applicants

Applications Close:
Friday 27 January, 2023 at 4.00pm

General Information

Catholic Education Tasmania (CET) is a community of thirty-eight schools and colleges serving over 16,000 students and their families across Tasmania supported by the Tasmanian Catholic Education Office (TCEO).

The Archdiocese of Hobart covers the State of Tasmania. The Archbishop of Hobart authorises the existence of all Catholic Education institutes in Tasmania.

Under the governance of the Catholic Education Commission of Tasmania (CECT), Tasmanian Catholic Education Office (TCEO) is responsible for the oversight, funding and coordination of 38 Archdiocesan schools and three TCEO offices.

The Archbishop delegates responsibility to other key bodies including the Catholic Education Commission Tasmania (CECT), the CET Executive Director, School Boards and other groups that support Catholic schools.

Employees are to be familiar with, have an understanding of and commitment to, the Archbishop's Charter for Catholic Schools.

The TCEO, established in 1959, is the central administrative and co-ordinating body for the multi-faceted and diverse mission of Catholic education in Tasmania. One of its prime functions, under the CET Executive Director, is to co-ordinate the provision of Catholic education at all levels and to communicate and negotiate with appropriate authorities on behalf of all Catholic schools in Tasmania.

Some key documents include:

- The Archbishop's Charter for Catholic Schools
- The Tasmania Catholic Education Single Enterprise Agreement 2018
- CECT Constitution
- CECT Policies
- School Policies

For further information click the following links to access the CET and school website:

catholic.tas.edu.au

Application for Employment

Position: <input type="checkbox"/> Finance Officer, 0.6 FTE, Ongoing	<i>Please select role/s</i>
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Family Name		Given Name(s)	
Postal Address			
Telephone:	Work <input type="checkbox"/>		Home <input type="checkbox"/>
	Mobile <input type="checkbox"/>		please tick preferred contact number
Email Address:			

Educational Qualification – Detail Highest Academic Qualification Awarded

Qualification			
Institution		Year Awarded	

Tasmanian Teacher Registration Number <i>(if applicable)</i>		
Catholic Education Accreditation Level Attained <i>(if applicable)</i>		
Working with Vulnerable People check		

Referees

Please provide the names of three referees who are able to comment on your recent work experience and skills.	
Name	
Postal Address	
Phone Number	
Email Address	
Name	
Postal Address	
Phone Number	
Email Address	
Name	
Postal Address	
Phone Number	
Email Address	

Signature		Date
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ROLE DESCRIPTION

Role title:	Finance Officer
Classification:	Business Services, Level 3
College/College:	Guilford Young College
Location:	Glenorchy or Hobart Campus
Is responsible to:	Finance Team Leader
Key relationships:	Principal, Business Manager, staff, students, parents/guardians, visitors, volunteers, TCEO staff, external suppliers

ROLE ACCOUNTABILITY

The Finance Officer is accountable for providing administrative support for the College's Finance functions.

The Finance Officer works with general direction and uses discretion and judgement in planning, allocating resources, organising work, innovating in own function and taking responsibility for outcomes.

Within the role, the Finance Officer supports the Catholic Identity and Evangelising Mission and works collaboratively with other staff and members of the school community to assist students to achieve enhanced learning outcomes.

The Finance Officer will work in various finance functions (creditors, debtors and payroll) as required and is responsible to the Finance Team Leader and will work under general supervision and direction of the Finance Team Leader and, where applicable, the Business Manager.

CATHOLIC EDUCATION TASMANIA REQUIREMENTS

- Support the mission of the Catholic Church
- Support the Catholic Education Commission Tasmania (CECT) Vision and Mission Statement
- Support the Vision and Mission statement of the individual school
- Nurture the formation of young people through the expression and integration of Catholic beliefs and Gospel values in all aspects of school life
- You must uphold Catholic belief and practice in all the Employee's professional activities and refrain from expressing public opinions or engaging in public activity that, in the reasonable opinion of the Employer, would bring the Employer into disrepute.
- You must be familiar with, have an understanding of and uphold the implementation of the Archbishop's Charter for Catholic Schools

KEY RESULT AREAS

College administration

- Customer Service
 - Manage customer service standards in the College.
 - Design and implement relevant office procedures for customer service excellence.

- Respect and protect staff, student and family privacy and confidentiality.
 - Respond to and resolve complex customer service queries.
 - Assist in front Administration Office when required
- Administration
 - Develop and accurately maintain spreadsheets / databases etc as required.
 - Liaise and negotiate with external suppliers for mutually beneficial outcomes.
 - Compile data from financial, legal and / or administrative sources to meet compliance requirements.
 - Initiate reports, documents and correspondence of a confidential and non-confidential nature.

Finance

- Perform day to day collection procedure for collection of debtors to the College
- Issue and monitor of accounts
- Perform day-to-day financial transactions, including verifying, classifying, computing, posting and recording accounts' receivable and payable data as appropriate.
- Prepare accounts, claims, submissions, reports etc as required.
- Monitor financial transactions and authorisation of expenditure in accordance with relevant budget approvals and delegations authority.
- Provide support a back-up for the payroll as needed
 - Coordinate payroll processing, ensuring accurate data entry and coding.
- Budget
 - Prepare monthly debtor and creditor reports as required.
 - Advise Finance Team Leader to on-going financial position.
- Analyse and report on data patterns / trends / issues as required.
- Ensure accurate data entry into the computerised accounting system according to the TCEO prescribed Chart of Accounts and in accordance with Australian Tax Office (ATO) requirements.
- Undertake and report on monthly reconciliation of all school bank accounts.
- Prepare an accurate and accessible audit file.

Team effectiveness and collaboration

- Work collaboratively with other members of the school community, including parents/guardians, caregivers and volunteers, to enhance student outcomes.
- Develop positive relationships with colleagues and other members of the school community and maintain a positive and professional demeanor at all times.
- Maintain a positive attitude towards new and different ideas and approaches.
- Attend, as required, meetings as convened by management and staff.

Personal effectiveness

- Demonstrate integrity and meet the standards of conduct expected.
- Participate in goal-setting processes and respond to opportunities for growth to improve knowledge and practice.
- Overcome obstacles and recover and learn from setbacks through self-development.
- Participate in staff learning programs and attend appropriate professional learning (PL) opportunities when required.
- Seek and apply constructive feedback from Line Manager to improve knowledge and practice.

Resources and organisation

- Plan and organise workflow to accomplish established objectives.
- Utilise software packages, including word processing, maintain email and electronic records, spreadsheets, databases, desktop publishing, accounting and/or web or other specialised software.
- Use relevant office equipment including photocopiers, shredders, printers, as required.

- Use school property, resources and technology in a proper and safe manner in accordance with appropriate standards, policies and procedures.
- Consider the environment and minimise waste.

Safety and compliance

- Exercise responsibility required in accordance with Work, Health and Safety legislation, including:
 - take reasonable care of your own health and safety and that of other people who may be affected by your acts or omissions at the workplace
 - contribute to safe systems of work.
- Create a safe and welcoming learning environment for children and young people congruent with legislative and organisational Child Safe requirements.
- Undertake relevant Catholic Education Accreditation requirements associated with the role.
- Adhere to the requirements of the role in accordance with the professional standards expected of Catholic Education Tasmania and all organisational policies, procedures, codes, guidelines and applicable laws.

PERSONAL CAPABILITES

- Reception/customer service experience
- Financial processing experience
- Demonstrated proficiency with office equipment, technology and software/databases.
- Ability to deliver high quality work in a busy environment
- Demonstrate professional integrity.
- Work collegially in a team environment.
- Communicate effectively with a range of people from differing backgrounds.
- Coordinate routine activities, set priorities and deliver tasks on time.
- Perform effectively in an environment with competing demands.
- Demonstrated accuracy and attention to detail.
- Demonstrated high level of written and oral communication skills.
- Act with due care and diligence.
- Demonstrated reliability, dependability, flexibility and adaptability.
- Maintain confidentiality when dealing with sensitive information and matters.
- Demonstrated commitment to customer service excellence.
- Work independently with minimal supervision.
- Use initiative to resolve problems in a constructive manner.
- Implement conflict resolution strategies.

EVIDENTIARY REQUIREMENTS

Essential

- Valid Working with Vulnerable People Registration
- Accreditation A: Accreditation to work in a Catholic school, or willingness to work towards
- Current and satisfactory National Police Criminal History Check (NPCHC)

Desirable

- Certificate IV in Business Services or equivalent

ENVIRONMENTAL CONDITIONS AND PHYSICAL DEMANDS

The Finance Officer role is located in a busy, open area office and is subject to constant interruptions and frequent communications with others whilst undertaking tasks that require attention to detail and high levels of accuracy. The Finance Officer uses a variety of information and communication technology, office equipment and resources. The role will involve frequent sitting and standing and require fine motor and control skills, auditory and visual functions. Some lifting of supplies and materials may be required from time to time.

ADDITIONAL INFORMATION

Start Date:	As soon as possible by negotiation with the successful candidate.
Tenure:	Ongoing, 0.6 FTE
Hours of Work:	22.8 hours a week (Three days) 8.00am to 4.21pm (with 45 minute unpaid lunch break)
Employment Conditions:	As per Tasmanian Catholic Education Single Enterprise Agreement 2018
Remuneration:	Salary \$39,169.80 plus Superannuation 10.5%
Location:	Guilford Young College (Bowden Street Glenorchy or Barrack St, Hobart)

FINAL CHECK LIST FOR APPLICATIONS

Before sending in your application, use this checklist to make sure you have not missed out any important details. Please ensure that you submit:

- Signed and dated Application for Employment Form
- A cover letter of introduction stating the reasons you are seeking the position
- A current copy of your Curriculum Vitae, which should include a brief employment history stating where you have worked, the length of service and brief description of the position(s) held and duties undertaken
- Succinctly addressed the Key Result Areas (KRAs) and Personal Capabilities in the Role Description

Hint: when addressing the KRAs describe how your Personal Capabilities, knowledge and experience demonstrate your ability to undertake the role

Included any other relevant information you wish to submit

Applications are to be addressed to Jo Legosz, Principal (Acting), Guilford Young College and forwarded electronically by 4.00pm Friday 27 January 2023 to employment@gyc.tas.edu.au

Upon receipt of an application, you will receive a confirmation of receipt via email within two business days.