



# Position Description

<b>Position Title</b>	<b>HR &amp; Payroll Administration</b>
<b>Organisation</b>	Catholic Education Sandhurst Limited (CES Ltd)
<b>School</b>	St John's School
<b>Location</b>	<i>Euroa</i>
<b>Enterprise Agreement and or Award</b>	Victorian Catholic Education Multi-Enterprise Agreement 2018
<b>Classification</b>	Category C Education Support Level 3
<b>Remuneration</b>	Level Range \$75 154-\$85 156 (plus superannuation)
<b>FTE</b>	1.0 FTE
<b>Status</b>	Ongoing
<b>Reports to</b>	Principal

## Our Organisation

Catholic Education Sandhurst Limited (CES Ltd) is committed to the mission of Catholic Education across the Diocese of Sandhurst. With a rich history dating back to 1853 the Diocese reaches from Central to Northeast Victoria. The organisation supports more than 3000 employees in 52 schools and 2 early childhood facilities. It also provides support to 4 secondary colleges owned and operated by Religious Institutes.

CES Ltd participates and cooperates in the work of the Catholic Education Commission of Victoria Ltd (CECV), which has key responsibilities for the allocation and distribution of government funding, facilitating cooperation across the four Victorian Dioceses, and in working and cooperating with government statutory authorities.

The Chief Executive Officer of Catholic Education Sandhurst is appointed by the Board of CES Ltd to support the administrative, organisational, and service matters to Catholic schools within the Diocese.

The Chief Executive Officer and all delegations via that position operate within the parameters of Canon Law and the Catholic Church structures and processes. CES Ltd is the employing authority for its schools and acknowledges and respects the role of Parish Priests within the Parish communities in which schools are located and supported.

## Our Vision

The vision for CES Ltd is to provide, in partnership with our families, stimulating, enriching, liberating, and nurturing learning environments in each of the Catholic school communities within the Diocese. At the heart of this vision is our commitment to the ongoing duty of care that we have for the safety, wellbeing and inclusion of all children and young people.

We believe:

- That the values of the Gospel are central to who we are, what we do, and how we act.
- That we have a vital role in the mission of the Catholic Church to imagine and seek new horizons while respecting our Tradition.
- That a strong sense of community is dependent on the quality of our collegial relationships.
- That each person's potential is fostered through the dedicated ministry of Catholic Education.
- In leadership encompassing vision, innovation, and empowerment.

## Our Values

CES Ltd Values underpin and reflect the behaviours we expect of our staff:

### **Principles of Catholic Social Teaching**

The identity of the Sandhurst Catholic School reflects the principles of Catholic social teaching, grounded in the person of Jesus, and interpreted and enacted for the "common good" in response to the "signs of the times".

These principles require that the dignity and potential of each person be fully respected within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

### **Respect**

Respect for the dignity and potential of each person within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

### **Partnerships**

The Sandhurst Catholic Schools do not function in isolation. In attending to the religious dimension of education, the most fundamental partnerships are those with parents/guardians and with local Catholic faith communities. The school is part of the wider Church community.

## Faith

The tasks of evangelisation, catechesis and religious education are shared by home, school and parish, with each having its own distinct contribution to make in a sense of genuine partnership.

## School Summary

St John's is a Parish Primary School situated in the regional township of Euroa. There is a current enrolment of 185 students.

Our school is a Catholic school and is grounded in the rich traditions of the Mercy Sisters. We seek to model Christian values in everything we do and endeavour to live out our faith in the relationships we form with each other.

Our Learning Community is a caring and supportive environment providing quality education for all children to ensure everyone is the best they can be in a safe and happy environment.

## Position Summary

The Administrative Officer (Finance) assists in the administrative functions of the school, with a heavy focus on financial administration to ensure financial accountability and financial support to school staff. This position works to ensure school staff have the information and support required to enable them to take responsibility for the financial leadership of the school.

This position requires the ability to analyse financial data, as well as handle multiple tasks daily. It requires an individual who has strong attention to detail and excellent administration skills.

## Key Responsibilities

<b>End to end payroll processing</b>	<p>Comply with the timelines and reporting requirements to efficiently administer process and maintain the school's payroll system in a timely and accurate manner.</p> <p>Undertake fortnightly payroll processing in the Payroll system.</p> <p>Ensure payroll records and accurate and maintained and that employees are paid on time, correctly, and entitlements are paid and recorded according to legislation, awards, policies, best practice, and legislative requirements.</p> <p>Process leave requests and calculate manual calculations as required.</p> <p>Ensure all super contributions, union fees and Smart Salary payments are forwarded to the appropriate funds on a monthly basis.</p> <p>Ensure information that feeds from ICON into the Personnel Record System and Online Staffing Records (OSR) is correct.</p> <p>Provide accurate financial reports regarding staffing when required.</p> <p>Prepare annual STP Finalisation.</p> <p>Complete the annual FBT return.</p> <p>Assist to prepare and distribute staff employment contracts.</p> <p>Enter new employee onboarding documentation into the payroll system and other systems as required.</p>
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	<ul style="list-style-type: none"> <li>• Advise staff and the Principal of the employment conditions and liaise with CES Ltd People and Culture department for advice as required.</li> <li>• Process Workcover claims under the direction of the Principal as required.</li> <li>• Liaise with CES Limited Office Finance department for advice regarding the Payroll System as required.</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>• Provide friendly courteous customer service at all times.</li> <li>• Answer and respond to telephone calls at front desk.</li> <li>• Leave messages for students and staff promptly.</li> <li>• Respond to any queries regarding payments made in a timely manner and escalate any issues as required.</li> <li>• Welcoming and attending to visitors, parents, staff and students in a respectful and positive manner.</li> <li>• Provide first aid and attending to ill students, as required.</li> </ul>
<b>General Administration and Compliance</b>	<ul style="list-style-type: none"> <li>• Ensure school visitor (contractors, parents and community) processes are followed in line with policies and procedures including Child Safe requirements.</li> <li>• Track attendances including absences, leave in and out of sick bay.</li> <li>• Provide support in the generation of school and student data files, as mandated by legislative bodies.</li> <li>• Provide administrative support to the Principal.</li> <li>• Ensure fit and proper declarations are maintained and up to date.</li> <li>• Maintain school records.</li> <li>• Maintain hardcopy student and staff files.</li> <li>• Maintain compliance registers.</li> </ul>
<b>Finance Management</b>	<ul style="list-style-type: none"> <li>• Prepare monthly Business Activity Statement (BAS).</li> <li>• Coordinate bank reconciliations on a cyclical basis for all school accounts, including (but not limited to) the general bank account, credit card and investment account.</li> <li>• Complete the monthly reconciliations for balance sheet items including the asset register, GST and payroll liabilities.</li> <li>• Prepare monthly financial statements for review by the Principal on request, including Profit and Loss Statement, Balance Sheet and associated documentation.</li> <li>• Prepare Financial School Advisory Report.</li> <li>• Prepare Annual Budget Spreadsheet with Principal.</li> <li>• Maintenance of school asset register.</li> <li>• Liaison with school leadership staff regarding applicable budget allocations and expenditure.</li> <li>• Preparation of all financial documents for annual financial reporting and external audit.</li> </ul>

<b>Data and Reporting</b>	<ul style="list-style-type: none"> <li>• Perform a wide range of data entry duties</li> <li>• Work with technology platforms of the school to review, plan, implement, conduct and monitor processes to ensure data quality, accuracy and accessibility.</li> <li>• Perform data analysis and other research activities that guide decision making.</li> <li>• Extract, manipulate and report data as requested.</li> <li>• Be in internal point of contact for all ICON related activities.</li> </ul>
<b>Accounts Receivable and Payable</b>	<ul style="list-style-type: none"> <li>• Receive and receipt monies payable to the school, including fundraising monies, ensuring appropriate cash handling and banking procedures are maintained.</li> <li>• Preparation of monthly reconciliations.</li> <li>• Assisting with the coordination of the procurement system to purchase supplies for the school.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Maintain a tidy and welcoming workspace.</li> <li>• Assist with providing administrative assistance to school staff, as required by the Principal.</li> <li>• Attend and participate in staff meetings when required.</li> </ul>

Carry out all other duties that are within the limits of the skill, ability, competence, and training of the employee, and aligned with the requirements of the role as may be directed from time to time.

## Mandatory Responsibilities and Requirements

### Compliance with CES Ltd Policies and Procedures

- All CES Ltd policies and procedures are available in either CompliSpace and/or the Staff Portal. It is expected that all employees of CES Ltd must ensure that they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breaches in compliance may result in disciplinary action.

### Compliance with Occupational Health and Safety

- All CES Ltd employees have a responsibility to take reasonable care of their own health and safety along with the safety of others. It is expected that all employees comply with policies, safe work procedures, instructions, and rules of CES Ltd's OH&S Management System.

- All employees must report any hazards or any other health, safety, or wellbeing issues to their team leader/principal. There is also an expectation that employees will actively eliminate hazards, follow instructions, and participate in training and consultation processes.
- All employees who have responsibility to supervise /lead others have additional responsibilities including ensuring that employees have clearly defined safety roles and responsibilities, addressing OH&S issues immediately, be aware of tasks being undertaken by employees and ensure that they have the skills required to perform tasks safely, ensuring training is provided to address any knowledge or skills gaps for performing work safely, ensuring clear policies and procedures are implemented as well as holding regular OH&S meetings with employees and managing non-compliance.
- Depending on the role some employees will be required to provide evidence of successful completion of First Aid Certificate inclusive of Anaphylaxis training prior to commencing employment with CES Ltd.

### Compliance with Child Safety Legislation

- CES Ltd is committed to creating and maintaining a child safe school environment in which all students feel safe and are safe. They do this by promoting the safety, wellbeing, and inclusion of all children. All CES Ltd employees have a responsibility to comply with current Child Safety legislation. This includes keeping up to date with relevant mandatory reporting requirements and maintaining a valid working with children check or VIT registration. CES Ltd are committed to ensuring the safety of children in our care, as such rigorous reference and background checks are conducted at the pre-employment stage. All staff are also expected to comply with the Child Safety Code of Conduct as amended or varied from time to time.

## Key Selection Criteria

<b>Essential</b>	<b>Qualifications and Registrations</b>	<ul style="list-style-type: none"> <li>• First Aid Certificate</li> <li>• Asthma/Anaphylaxis Certificate</li> </ul>
	<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Experience in general administration</li> <li>• Experience with databases and data entry</li> </ul>
	<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"> <li>• Demonstrated commitment to Catholic Education and Catholic Identity along with the understanding and willingness to work within the Catholic ethos, traditions, and practices of the Diocese of Sandhurst.</li> </ul>

	<b>Commitment to Child Safety</b>	<ul style="list-style-type: none"> <li>• Willing to undergo or provide a current and satisfactory working with children check.</li> </ul>
	<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• Excellent analytical and time management skills.</li> <li>• Excellent oral and written communication skills.</li> <li>• Possess high level organisational skills and have proven ability to complete multiple tasks.</li> <li>• Ability to work both within a team as well as independently.</li> <li>• Ability to learn new databases quickly.</li> <li>• Highly developed word processing and computer skills including a high degree of proficiency within the Microsoft Suite including Microsoft Word, Exel, PowerPoint, and Google applications.</li> <li>• Proven ability to maintain high levels of confidentiality while exercising judgement, sensitivity, and discretion.</li> <li>• A personal approach that is highly motivated, self directed, and friendly.</li> </ul>
<b>Desirable</b>		<ul style="list-style-type: none"> <li>• Knowledge and or interpretation of Enterprise Agreements.</li> <li>• Demonstrated understanding and experience in financial management (including debtors and creditors) and payroll (training available).</li> <li>• Experience in using ICON and or other Payroll systems.</li> <li>• Certificate IV or above in Business, Accounting, Human Resources, or a similar field is desirable.</li> </ul>