



FINANCE OFFICER – ACCOUNTS RECEIVABLE

Position Title:	Finance Officer – Accounts Receivable
Classification:	Education Support Staff Level 3, Category C
Employment Status:	Full Time, Ongoing (<i>Part time negotiable for the correct candidate</i>)
Reporting to:	Finance Manager

About Marist College Bendigo
 Marist College Bendigo is a co-educational Catholic college for students from Foundation to Year 12 located in Maiden Gully.

Position Objective

The Finance Officer plays a pivotal role in the finance team being responsible for the management of the College’s debtors and associated responsibilities. The Finance Officer is a part of the Finance Team and works collaboratively in a team environment to support and enrich their collective responsibilities. This role has the significant responsibility for providing organisational and administrative support to the Finance Manager.

The Finance Officer will promote a culture of mutual respect, encouragement and work with others in professional, ethical and co-operative manner. The Finance Officer works collaborative in a team environment to support and enrich the collective responsibilities of staff. The Finance Officer models our Marist values and charisma when dealing with all members of our community.

Child Safety

- Be familiar with and comply with the College’s child safe policy and code of conduct, and any other policies or procedures relating to child safety.
- Assist in the provision of a child safe environment for all students.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Team Membership

- Finance Team

Key accountability relationships

- Finance Manager
- College Community

Responsibilities and Accountabilities

- The Finance Officer is responsible for the overall management of all functions of the college debtors including:
- Applying school fees to debtor accounts
 - Maintaining current payment arrangements for all debtors
 - Setting up direct debit and credit cards payments
 - Responding to fee enquiries from families

- Following up outstanding payments from debtors
- End of year rollover process for debtors
- Preparing, generating and distributing college fee statements.
- Charging additional fees to parents accounts eg computer damage, VET fees and bus fees
- Managing the invoicing of specialist music program including overseeing the music bursaries
- Overseeing the correct allocation of all scholarship money
- Allocating payments to correct charges
- Assisting with the bank reconciliation when required
- Processing and maintaining Conveyance Allowance documentation.
- Processing and maintaining Camps, Sports and Excursion Fund documentation and payment.
- Receipting all money from all college fundraising events
- Reviewing and preparing concessions in consultation with the Finance Manager
- Undertaking such other duties relevant to the position as may be requested by the Finance Manager.

Qualifications, Skills and Experience

Essential

- Highly proficient computer skills in the MS Office suite including Outlook and Excel
- A current Working with Children Check

Desirable

- Computer skills in the MS Office suite including PowerPoint and Word
- Knowledge of the Synergetic College Management System
- Demonstrated experience in an accounts receivable role or similar

Personal Qualities

- Good written and verbal communication and interpersonal skills
- Sound organisational skills, planning, analytical and high-order thinking capabilities
- A flexible approach to work and being adept at prioritising, operating under pressure and managing multiple tasks to meet strict deadlines
- A high level of loyalty and discretion, and the capacity to maintain the strictest levels of confidentiality
- The ability to build and maintain strong relationships with staff, students, parents and the community
- Outstanding attention to detail
- Personal sense of initiative
- Commitment to customer service and continuous improvement
- A resourceful team member who is able to operate in a collaborative and inclusive manner
- Demonstrated interest in ongoing personal professional learning
- A positive approach to working with Educators and Students.

WWW.MARIST.VIC.EDU.AU

Written:

June 2023

To Be Reviewed:

June 2025