



ST MARY'S
COLLEGE

APPLICATION PACKAGE

FINANCE OFFICER



Catholic
Education
Tasmania

Student Focused
Christ Centred
Learning for Life

General Information

Catholic Education Tasmania (CET) is a community of thirty-eight schools and colleges serving around 17,000 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 uphold the implementation of 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 link to access the CET website:

<http://catholic.tas.edu.au/>

ST MARYS COLLEGE

Position Description

Title	Finance Officer
Award	<i>Tasmanian Catholic Education Single Enterprise Agreement 2018</i>
Classification	Business Services Level 3
Area	Whole School
Reports to	Principal
Key Relationships	Office Coordinator (Student Services), Finance Coordinator, Director of Business and Operations
Terms of Employment	Ongoing position 1.0 FTE Monday – Friday 8.00am – 4.36pm Commencing 6 May 2024

Environment

St Mary's College, Hobart is a Catholic school providing education for girls from Kindergarten to Year 12. Founded in 1868 by the Presentation Sisters, the College's mission is: In a world of constant change, strive to live the teachings of Jesus Christ within the tradition of the Catholic Church, develop just and compassionate people who are resilient, responsible and informed and ready to contribute to society. The beautiful sandstone façade of the College, situated in the city, belies its innovative approach to education. All work at the College is centred on our students and their holistic outcomes.

The Position

The role of Finance Officer contributes to the successful functioning of the Business Office by providing support with Accounts Payable and General Ledger functions. They will be located in Student Services and will also need to provide friendly customer service for staff and students and assist in the day to day operations of the Student Services Office.

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.
- 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.
- Be familiar with, have an understanding of, uphold and support the implementation of the Archbishop's Charter for Catholic Schools.

Administration

- Manage the full Accounts Payable cycle (from receipt of invoices, invoice coding, purchase order matching, obtaining approval and processing of invoices into the accounts system).
- Processing of staff reimbursement claims, payment requests and petty cash reimbursements.
- Process payment of invoices and payment requests in a timely manner (direct deposit, cheque and BPAY).
- Arrange car hire as required for staff travel to approved professional learning and meetings in accordance with College travel guidelines.

- Manage taxi vouchers for staff travel to approved meetings or professional learning, taxi travel for small group excursions, humanitarian needs and reconcile the Cabcharge creditor account.
- Reconcile creditor statements and follow up outstanding unreconciled transactions.
- Perform end of month procedures and creditor reporting.
- Enter and reconcile monthly credit card statements.
- Process general ledger journals and reconciliation of general ledger suspense accounts.
- Assist staff and purchasing officer with purchase order creation including credit card purchases.
- Participate in team meetings, staff training and other development activities as required.
- Perform other duties as required by the Office Coordinator, Finance Coordinator or Director of Business and Operations or any member of the College Leadership Team.

Customer Service

- Respond to budget and general ledger enquiries from staff.
- Respond in a professional and friendly manner to enquiries at the student services counter and telephone calls.
- First aid response to staff and students as required.
- Respect and protect staff, student and family privacy and confidentiality.
- Respond to and resolve complex customer service queries.
- Assist with student health and wellbeing support as required in accordance with school policies and procedures.

Records Management

- Maintain a variety of manual and electronic files and records.
- Ensure filing is up to date and secure.
- Retain and dispose of records according to organisational policies and procedures.

Team effectiveness and collaboration

- Work collaboratively with other members of the College community, including parents/guardians, caregivers and volunteers, to enhance student outcomes.
- Develop positive relationships with colleagues and other members of the College 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 and professional learning.

Personal effectiveness

- Demonstrate integrity and meet the standards of conduct expected.
- Participate in goal-setting and development 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, or other specialised software.
- Use relevant office equipment including photocopiers, shredders, printers, as required.
- Use College 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 CAPABILITIES

- Demonstrate 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.
- Ability to communicate effectively at all levels, exercise judgement and discretion and handle sensitive or confidential situations and information with diplomacy and tact.
- Coordinate routine activities, set priorities and deliver tasks on time.
- Perform effectively in an environment with competing demands.
- Demonstrate accuracy and attention to detail.
- Demonstrate high level of written and oral communication skills.
- Act with due care and diligence.
- Demonstrate reliability, dependability, flexibility and adaptability.
- Maintain confidentiality when dealing with sensitive information and matters.
- Use initiative to resolve problems in a constructive manner.
- Work independently with minimal supervision.

REQUIREMENTS

Essential

- Valid Working with Vulnerable People Registration;
- Current and satisfactory National Police Criminal History Check (NPCHC)
- Gain and/or maintain Accreditation A as per the Catholic Education Commission Tasmanian Accreditation Policy.

Desirable

- Current Tasmanian vehicle driver licence
- Accounts payable experience
- Current first aid certificate

Physical Demands

The Finance Officer role is located in the busy, Student Services 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.

Selection Criteria

- Ability to support the Catholic dimension of the College.
- Demonstrated ability to plan, organise, set priorities, meet deadlines, accompanied by an ability to handle a number of tasks concurrently with minimum supervision.
- A high level of keyboard skills and demonstrated knowledge and proficiency in the operation of computerised information systems.
- Well-developed interpersonal, verbal and communication skills and demonstrated ability to achieve results at the individual level and as a member of a dynamic team.
- Critical thinking and problem solving skills, with high level communication and report creation and completion skills. Ability to draft, review and proof communications.

Additional Position Information

Start date:	6 May 2024
Tenure:	Ongoing position 38 hours per week (1.0 FTE)
Hours of work:	Monday – Friday 8.00am – 4.36pm
Location:	St Marys College, 164 Harrington St Hobart 7000
Employment Conditions:	As per the Tasmanian Catholic Education Single Enterprise Agreement 2018
Classification	School Support Employee – Business Services Level 3
Remuneration:	Indicative salary range: \$71,194 – 78,419 plus 11% superannuation

Final Checklist for Applicants

Before sending in your application, use this checklist to make sure you have not missed out any important details. Applications must include:

Final Checklist for Applications

- Introductory cover letter.
- A current Resume, 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. Ensure the names and contact details of two recent referees.
- Address the Selection criteria - this must be done to be considered for the vacant position.

Your application is to be submitted via the St. Mary's College website by clicking on the "online application form" link.

<https://www.smc.tas.edu.au/employment/>

CLOSING DATE FOR APPLICATIONS: Monday 15 April 2024

Please note:

Applications will not be accepted after the closing date.

If you have any further queries regarding your application please contact Natalie Prokopiec, Human Resources Coordinator on (03) 6108 2560 or hr@smc.tas.edu.au

Interviews - The interview panel will meet with short-listed applicants (details to be advised). Not all applicants will be interviewed.

Confidentiality - Applicants are assured of confidentiality in respect to application submissions, and the information contained therein.