



**MARIAN
COLLEGE**

FINANCE ASSISTANT

POSITION:	Finance Assistant
REPORTS TO:	Finance Manager, Business Manager and Principal
ROLE TENURE:	Ongoing
FTE:	Part time (0.6)
CONDITIONS:	Employment is in accordance with terms and conditions as outlined in the Catholic Education Multi-Employer Agreement (CEMEA 2022) Category C Level 2. Remuneration is dependent on skills and experience.

OVERVIEW

All staff members of Marian College are expected to actively support Catholic education in the Brigidine tradition, as articulated in the College's vision and mission statements. Staff are required to embody the values of [Kildare Ministries](#) in their professional conduct and in the relationships they foster within the College community. Each staff member's role is designed to contribute to the best possible educational outcomes for all students, enhance the community's strengths and ensure careful stewardship of the College's resources.

ROLE DESCRIPTION

The Finance Assistant will provide financial administrative services that ensure the efficient operation of the Finance Department and services to the College community under the direction of the Finance Manager and Business Manager.

The Finance Assistant must demonstrate a high level of professionalism, excellent organisational and communication skills, and a commitment to the values of a Catholic school.

CHILD SAFETY

All staff members must be familiar with and comply with the Marian College child-safe policy, code of conduct, and any other related policies or procedures. Demonstrating a duty of care to students in relation to their spiritual, physical, and mental wellbeing is paramount. Staff are expected to implement strategies that promote a healthy and positive learning environment, understand child safety standards and obligations, including mandatory reporting, and exhibit appropriate behaviors when engaging with children. Any concerns relating to child safety must be reported immediately. Any violations of school policies or codes of conduct will result in appropriate actions by the College.

RESPONSIBILITIES:

The Finance Assistant is responsible for providing financial services to the College including but not limited to the following responsibilities and duties:

Finance

- Accurately process supplier and subcontractor invoices in the College Finance System.
- Ensuring that details of Creditors are correctly recorded in the finance system.
- Collation and processing of petty cash float requests and reimbursements.
- Contribute to the Finance process and procedures and work instructions as required.
- Respond and resolve finance enquiries.
- Monitoring Finance and Payroll email.
- Preparation and processing of daily banking and/or petty cash.
- Filing and archiving of all finance and payroll related documents in line with records management protocols.
- Support the Finance & Payroll Officer with payroll data entry as required.
- Provide direct support to the Finance & Payroll Officer and Finance Manager as required.

Accounts Payable

- Ensure that purchasing procedures are adhered to with reference to the KEM Delegation of Authority Manual.
- Ensure staff familiarity and compliance with purchasing procedures (including the use of correct forms and the submission of correct documentation).
- Follow-up enquiries about outstanding invoices.
- Follow-up with staff and/or suppliers regarding missing information or documentation.
- Preparation of accounts for payment including cost coding of invoices, posting of invoices and processing of payments.
- Ensuring that details of suppliers are correctly recorded in the finance system.

Accounts Receivable

- Assist with Debtor enquiries and preparation of individual payment plans.
- Liaise with Centrelink over the set-up of payment commitments.
- Set up and process periodic receipts.
- Support the production and distribution of Family Statements.
- Processing of applications for all families eligible for Camps, Sports and Excursions Fund (CSEF).
- Follow up of overdue accounts including verbal and written contact.
- Liaise with the appointed collections agency concerning specific accounts.

Professional Learning

- Engage in ongoing professional development to enhance leadership, customer service and financial management skills.
- Stay informed about relevant legislation and College policies, procedures, and emerging best practices to improve efficiency and service.
- Actively seek feedback and reflect on performance to contribute to continuous improvement in the role by participating in an Annual Review Process.

Other

- Other duties related to the role as directed by the Principal or Business Manager.

ACCOUNTABILITIES FOR ALL STAFF @ MARIAN COLLEGE

General:

- Demonstrate alignment and support for the Catholic, Kildare Ministries and Brigidine ethos of the College.
- Develop and maintain positive relationships with staff, students, parents and the wider College

The Marian College community is committed to promoting the safety, wellbeing and inclusion of all students

community.

- Actively engage in and support the College's continuous improvement initiatives by collaborating with colleagues and participating in school improvement planning.
- Understand and adhere to all relevant KM/KEM and College policies and procedures.
- Participate in relevant staff meetings, assemblies, College masses, community days, and professional learning sessions.
- Uphold a duty of care for students' physical and mental wellbeing.
- Follow the College's professional dress code.
- Participate in College community evenings and events as appropriate.

Risk and Occupational Health and Safety:

- Comply with legislated occupational health and safety practices.
- Observe safe work practices in accordance with training and instruction given.
- Identify, report and where appropriate, action risks/hazards to eliminate or mitigate against the risk recurring.

KEY SELECTION CRITERIA

1. Demonstrate a commitment to Catholic education and to the safety and wellbeing of children.
2. Experience and the ability to record financial transactions and minimise financial risk through accuracy and knowledge of key legislation and regulation.
3. Capacity and compassion to listen to, clarify, negotiate and support families.
4. Excellent organisational and interpersonal skills including a demonstrated ability to work effectively, independently and collaboratively in a team environment.
5. Excellent time management skills with the capacity to work to tight deadlines and pay close attention to detail.
6. Excellent capabilities in the use of information and communication technologies, particularly Google Suite and Office 365.
7. Experience with finance, HR and payroll systems (Synergetic, SEQTA, Alii Accounts Payable and CEVN).
8. Excellent communication skills both written and verbal.
9. Exemplary customer service focus and the capacity to maintain professional relationships within the College community and when seeking advice and information from external parties.
10. Demonstrate initiative and problem-solving skills with an ability to apply effective and efficient processes and practices.

QUALIFICATIONS

Essential

- Qualifications and/or work experience in Business, Accounting or Commerce.
- Working With Children Check and a current and satisfactory National Police History Check.

Desirable:

- First Aid Certificate (Minimum Level 2).
- Experience working in a secondary school environment.