



# St John's College

## POSITION DESCRIPTION

### SENIOR FINANCIAL ADMINISTRATOR

<b>Reports to</b>	Business Manager
<b>Position Purpose</b>	<b>To accurately manage the day to day financial processing for St John's College</b>
<b>Primary Objectives</b>	<p>Accurately account for incoming and outgoing money in line with procedures</p> <p>Prepare monthly and annual reports</p> <p>Assist parents, staff and the Board with information on financial matters.</p>

Key Tasks	Outcomes
<b>Financial Management and Reporting</b>	<p>College has efficient and accurate systems and processes for managing its financial activities, that meet Board Policy requirements.</p> <p>Financial processing is completed on time and accurately to support management decisions and deliver good service to our community.</p> <p>Good working relationship with the Business Manager and the College Accountant to ensure these tasks are completed accurately.</p>
<b>Transaction oversight and supervision</b>	<p>Oversight of Kamar receipting performed by Finance Officer.</p> <p>Oversight of creditors processing and payments performed by Finance Officer.</p> <p>The Finance Officer is supported to have clear and accurate information and processes to perform her job, and assisted with troubleshooting.</p>
<b>Budgeting and Annual Accounts</b>	<p>Business Manager is assisted to prepare an annual budget</p> <p>An accurate General Ledger and Trial Balance is provided to the College Accountant at year end .</p>
<b>Manage Foundation Finances</b>	<p>Financial management for St John's College Foundation completed accurately in line with Charity standards.</p> <p>Regular financial reporting to Foundation.</p>

	<p>Clear prompt communications with donors in respect of donation and tax receipts.</p> <p>Optimal use of Potentiality software to manage donor campaigns.</p>
<b>Assist and inform the Business Manager</b>	<p>Undertake Projects and other duties as delegated by the Business Manager. These may include Gym Hireage, contract renewals, insurance claims, and other . management activities.</p> <p>The Business Manager is kept well informed about financial management matters, and is involved in problem solving.</p>
<b>Customer Service</b>	<p>Respond to parent and staff enquiries in a friendly, helpful and professional manner.</p> <p>Parents in financial hardship are treated with sensitivity, assisted to commit to a payment plan, and pointed to other support options.</p> <p>Colleagues feel respected and supported as part of the wider College team.</p>
<b>General</b>	<p>Contribution to general College life, and observance of College procedures, in particular Health and Safety.</p> <p>Any other general duties that may be requested from a member of the Senior Management Team.</p>

### **SKILLS, EXPERIENCE AND QUALITIES**

- Experience in using accounting software, and good knowledge of reporting functions
- A sound understanding of accounting principles, risk and best practice procedures
- A proactive approach to reviewing systems and information, with a keen eye for improving efficiency and outcomes
- Initiative, and a willingness to take responsibility for the day to day financial management of the College
- A commitment to keeping abreast of best practice, with strategies for doing so
- A customer service ethos that will value parents as part of our College family
- An ability to relate well to a broad range of people in a variety of financial circumstances
- A desire to work in a team, with a friendly and approachable manner

**HOURS:** 8.30 am – 3.00 pm Monday to Friday with a half hour break, totaling 30 hours per week, 52 weeks per year including 4 weeks annual leave.

**Terms and Conditions:** [Support Staff Collective Contract](#)