



## POSITION DESCRIPTION

### FINANCE ADMINISTRATOR

**Reports to** Business Manager

**Date reviewed** January 2023

#### Position Purpose

Combining professional and exceptional customer service to parents, visitors and staff of St John's College with the provision of financial and administrative support to the Senior Leadership team.

#### Primary Objectives

- Provide financial and administrative support to the Senior Leadership team
- Provide a positive initial point of contact for St John's College both in person, phone or through email correspondence.
- Work collaboratively with the Administration team to ensure all tasks are completed
- Be professional at all times and maintain a strict level of confidentiality and discretion in all dealings with parents, visitors, staff and students.

**Note:** This position description is a broad outline of roles and responsibilities for this position. Key responsibilities may vary from time to time at the request of the Business Manager to accommodate the operational needs of the team.

Key Tasks	Outcomes
<b>Finance administration</b>	Incoming cash/efpos is accurately receipted and recorded. Daily receipting of bank deposits against student account in Kamar Invoices coded and entered into Xero, and sorted for authorisation. Batching weekly and monthly creditor payments Batching receipts into Xero
<b>Receiving Visitors, Calls and Incoming Correspondence</b>	Visitors and callers to St John's are always treated courteously and professionally. All visitors are signed in and out. Accurate messages are taken, and visitors are transferred onwards. All visitors and contractors visiting St John's College are signed in and advised of Health and Safety requirements.
<b>Office Administration</b>	Provide general administrative support to the Senior Management team Assistance when required to other members of the Support staff team.

<b>First Aid/Sick Bay</b>	<p>First aid is provided when required and students are monitored in the sick bay.</p> <p>Parents/caregivers are contacted in a timely manner to collect their son if unwell and Student Services is advised of absence.</p> <p>Accurate sick bay records are maintained.</p>
<b>General</b>	<p>Any other general duties that may be requested from a member of the Senior Leadership Team.</p>

#### SKILLS AND EXPERIENCE REQUIRED

<b>Essential</b>	<p>At least 1 year front line customer service experience</p> <p>A passion for working in education, with young people</p> <p>Ability to adapt to multiple tasks and work with interruptions</p> <p>High level of attention to detail and a commitment to producing high quality work</p> <p>Ability to maintain a strict level of discretion and confidentiality</p> <p>Ability to work under pressure, demonstrated time management and problem solving skills.</p> <p>Able to interact with people of varying ages, backgrounds and experiences.</p>
<b>Preferred</b> – these skills would be an advantage	<p>Previous experience in a school support role</p> <p>A current First Aid Certificate (Workplace)</p>

**HOURS:** 30 hours per week, 9am to 3pm daily, term time  
Total weeks worked for the year are 40  
Some additional hours during holiday breaks may be required

**REMUNERATION:** Support Staff in Schools Collective Agreement – Grade 3 Admin  
Starting salary will be based on skills and experience  
Salary will be pro-rata