



LA SALLE COLLEGE
ROLE DESCRIPTION

Finance Officer

ACCOUNTABLE TO:	Payroll and Accounts Manager
LEARNING AREA:	Finance
EMPLOYMENT CONDITIONS:	The Roman Catholic Archbishop of Perth Non Teaching Staff Enterprise Bargaining Agreement 2014
LEVEL / STEP:	According to experience and qualifications
COMMENCEMENT:	Immediate
TENURE:	Part-time, to 31 December 2022

LA SALLE COLLEGE MISSION

In keeping with the tradition begun by St John Baptist de La Salle, La Salle College is committed to providing a quality education for the whole person within a Catholic community. The foundations upon which our College is built are:

- A strong sense of community
- A rich pastoral care system
- A nurturing spiritual environment
- A commitment to excellence

ROLE OUTLINE

The Finance Officer is responsible for providing accurate and timely processing of treasury operations and banking transactions whilst supporting the Finance team as directed. The Finance Officer also undertakes other duties as directed by the Principal.

KEY ACCOUNTABILITIES

1.0 CATHOLIC IDENTITY AND MISSION

- 1.1 Gives personal witness to Catholic values in their day-to-day duties and engages students, staff and the community in the mission of the College as a Catholic school
- 1.2 Seeks or maintains Accreditation to Work Religious Education consistent with Catholic Education Commission Western Australia (CECWA) policy

2.0 FINANCE

- 2.1 Receipt of all monies for the College using the finance system
- 2.2 Accurately and efficiently completes daily reconciliation of all cash, cheques and credit card payments received
- 2.3 Payment of all supplier invoices are processes
- 2.4 GL payments are prepared
- 2.5 Supplier statements are reconciled within the relevant time frame.
- 2.6 Enquiries from suppliers in relation to the payment of accounts are managed effectively.
- 2.7 Works within established policies and procedures

3.0 ENGAGING AND WORKING WITH THE COMMUNITY

- 3.1 Builds and maintains strong working partnerships with students, staff, parents and the wider community
- 3.2 Understands the broader community within which the College resides and is aware of the cultural, social and political characteristics that inform the needs of students, families and carers and the challenges they face
- 3.3 Contributes to the development of a College environment that is welcoming, hospitable, life-giving and just

SELECTION CRITERIA

The individual appointed to the position of Finance Officer must:

- Have previous experience in a similar role
- Be proficient in Microsoft Office Suite and accounting software similar to Maze
- Possess a high level of interpersonal and communication skills
- Be committed and supportive of, working in an innovative learning environment
- Have demonstrated ability to uphold confidentiality and work with sensitive information
- Demonstrate the capacity to work as a member of a team
- Be willing to be flexible within the unique context of a school environment
- Hold and maintain a Working with Children Check and Nationally Coordinated Criminal History Check
- Hold and maintain Accreditation to Work in a Catholic School
- Be an active member of the Catholic Church and be free from any impediment to full acceptance by the Church
- A tertiary qualification in finance, accounting or bookkeeping is desirable

DOCUMENT CONTROL

Version: 1.0 Reviewed: Feb 2021 Next Review: Feb 2022 Reviewed By: HR