

POSITION DESCRIPTION	
<b>Position Title</b>	Accounts and Operations Officer
<b>Reports to</b>	Finance Manager & Operations Manager

Purpose of Position
<p>The Accounts and Operations Officer will assist the Finance Manager on issues of financial planning and management, school fees management, external statutory reporting.</p> <p>The Accounts and Operations Officer will assist the Operations Manager on issues of school facilities planning and maintenance.</p> <p>The Accounts and Operations Officer is the 2IC for finance and facilities matters for the school.</p>

Key Responsibilities
<p><b>Financial Management</b></p> <ul style="list-style-type: none"> <li>Processing of transactional data for all day-to-day operations. <ul style="list-style-type: none"> <li>Day to day bank feed reconciliation</li> <li>End to End Accounts Payable</li> <li>End to End Accounts Receivable</li> </ul> </li> <li>Processing of fortnightly payments <ul style="list-style-type: none"> <li>End to End Payroll</li> <li>Accounts payable</li> <li>Pay as You Go (PAYG) Tax</li> </ul> </li> <li>Monthly reconciliation and processing of <ul style="list-style-type: none"> <li>School credit cards</li> <li>Bank reconciliations</li> <li>Preparation, lodgement and payment of superannuation</li> <li>Prepayments</li> <li>Fees in advance</li> </ul> </li> <li>Preparation of Monthly management accounts for review by the Finance Manager <ul style="list-style-type: none"> <li>Posting of month end journals</li> <li>Provide support to the Finance Manager in preparation of financial reports for the Board &amp; Finance &amp; Facilities sub-committee</li> </ul> </li> <li>Quarterly preparation &amp; processing of invoicing for families and companies. <ul style="list-style-type: none"> <li>Creation of Billing master file</li> <li>Identification and processing of annual &amp; direct debit families for separate annual billing process</li> <li>Processing of each category of student billing</li> <li>Creation and distribution of Invoices</li> <li>Monitor collections ensuring the effective &amp; efficient collection of fees in accordance with ISWA policies</li> <li>Ad hoc processing of invoices as required</li> </ul> </li> <li>Assist with acquittal and compliance reporting, including both State &amp; Commonwealth Census</li> <li>Assist with the creation of annual operating &amp; capital budgets</li> </ul>

- Actively participate in external audits
- Assist the Finance Manager in completing the calculations and lodgements of monthly BAS and annual FBT return
- Banking of cash, when required
- Ensuring that all supporting documents are filed appropriately and can be reliably retrieved

#### **Facilities Management**

- Actively assist with all Building and Maintenance projects for the school
- Manage building and equipment maintenance through Department of Education (DOE) & ensure that issues are tracked, recorded and rectified in a timely manner
- Assist in ensuring ISWA grounds and facilities meet appropriate workplace health and safety standards as determined by legislative requirements
- Maintain key register of Active signed out key users
- Act as a delegate member on Committees and forums relating to the school present and future facilities
- Assist in the Workplace Safety and Health Committee including the development and maintenance of adequate Health and Safety standards and procedures to ensure compliance with legislative requirements and maintenance of a safe environment for the school community
- Assist in the school's risk management including evacuation and lockdown procedures
- Assist in ensuring ISWA property, plant and equipment meet current and future educational needs
- Assist with the management of all school contractors, including safety, code of conduct and child protection compliance
  - Cleaning
  - Security
  - Fire
  - DOE Subcontractors
  - Any other Maintenance Providers
- Manage ordering for School requirements in line with budgetary approvals
  - Stationery
  - Resources
  - Furniture
- Assist the Principal and administrative team where required

#### **Other**

- It is essential that the Accounts and Operations Officer is supportive of ISWA's core values and the schools Senior Management Team
- Adhere to all relevant policies and procedures

Selection Criteria	
	<ul style="list-style-type: none"> <li>• Minimum of 3 years in a similar role</li> <li>• Formal Bookkeeping or Accounting qualification (preferred)</li> <li>• Previous experience with accounts payable, accounts receivable and payroll</li> <li>• High level of attention to detail and maintaining accurate and consistent records</li> <li>• Experience with Xero accounting software (desirable)</li> <li>• Experience with Employment Hero Payroll software (desirable)</li> <li>• Demonstrated organisational and time management skills with the ability to work under pressure and prioritise multiple tasks to meet deadlines.</li> <li>• Demonstrate initiative and ability to work unsupervised as well as in a team environment.</li> <li>• Current Valid Working with Children Check</li> <li>• Good understanding of education system (desirable)</li> </ul>

	<ul style="list-style-type: none"> <li>• Strong interpersonal skills and the ability to work effectively with a wide range of ages, language and cultural backgrounds and comfort levels with technology.</li> <li>• Strong verbal and written communication skills.</li> </ul>
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Employee Sign Off			
I have read and understand the requirements of this position. I acknowledge that this Position Description document has been designed to indicate the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.			
<b>Name</b>		<b>Principal</b>	
<b>Signature</b>		<b>Signature</b>	
<b>Date</b>		<b>Date</b>	