



Courage in Wisdom | Hope in Love

Job Description

Title:	Finance Officer
Reports to:	Senior Accountant/ Business Manager
EBA/Award:	South Coast Baptist College Operational Staff Agreement 2024
FTE:	1.0
Employment Type	Contract

Position Summary

The Finance Officer plays a key role in supporting the efficient financial operations of the College through the accurate processing of financial transactions, maintenance of financial records, and completion of reconciliations. The role is primarily responsible for accounts receivable functions, including tuition fee billing, debtor management, banking, and reconciliations, while ensuring financial data is maintained with a high degree of accuracy and integrity.

Working collaboratively within the Finance team, the Finance Officer provides professional and responsive financial administration services to the College community and supports the delivery of effective financial management practices. The role also contributes to continuous improvement initiatives and provides assistance to other Finance team members as required.

Job Description

As a Finance Officer, your responsibilities will include:

- Prepare and process tuition fee billing accurately and in a timely manner.
- Perform daily and monthly bank reconciliations.
- Reconcile debtor accounts and investigate outstanding balances.
- Maintain accurate and up-to-date Accounts Receivable (AR) records and ledgers.
- Assist with monthly financial reconciliations and end-of-month processes.
- Process banking transactions and receipts.
- Manage petty cash in accordance with College procedures.
- Respond to finance enquiries from parents, staff, and external stakeholders in a professional and timely manner.
- Assist with general bookkeeping and financial administration tasks.
- Support other members of the Finance team and contribute to continuous improvement initiatives.
- Undertake other duties as directed by the Business Manager or Finance Manager, consistent with the responsibilities of the role.

Selection Criteria

- Demonstrated relevant experience – including a high level of proficiency in the use of Accounting/Financial Systems.
- High level MS Office software and application skills, particularly in Excel.
- Previous accounting & finance experience (preferred).
- Demonstrated ability to assist in producing accurate & timely financial records and reports.
- Strong, organisational, prioritisation and attention to detail.



- Strong decision making, problem solving & analytical skills.
- Ability to work under pressure & meet deadlines.
- Demonstrated ability to work within a team
- Excellent written and verbal communication skills and highly developed interpersonal skills

General Requirements

- To have a personal faith and commitment to the Lord Jesus Christ.
- To attend Church on a regular basis and model Christian beliefs, behaviour and practices.
- To accept the College's Statement of Faith.
- Build co-operative and supportive relationships with the board, principal, staff, students and parents.
- Work to ensure personal best practice.
- Ensure that decision making is based on fact and is impartial and fair.
- Model the use of appropriate and proper channels of communication.
- Always act in the best interest of the College and its ethos.
- Working With Children Card.
- Contribute to a safe and healthy workplace by:
 - Following OH&S instructions and policies
 - Reporting accidents and hazards
 - Generally caring for own safety and that of others, including volunteers, students, and parents.
 - First Aid certificate is desirable.

Other Matters

This job description is comprehensive but not exhaustive, and duties may be varied at the discretion of the college in consultation with this role.

Position Held By:	
Signed:	
Date:	