



POSITION DESCRIPTION

Position name	Finance Officer – Accounts Payable Entry
Employment Status	Permanent
Load	Full time (37.5 hours per week)
Grade	Grade 2.1
Key Relationships	Reporting to the Accountant the role will need to maintain collaborative relationships with the Finance Manager, Finance Team, faculty staff and external stakeholders.

Our Mission:

Scotch College aims to prepare our students to make an impact.

We plan to deliver consistent, outstanding innovation in our people, programs and infrastructure on a sustainable basis, in order to provide opportunities for young people to thrive and develop the awareness, boldness and versatility to make a difference in any part of the world.

We are a forward looking, externally focused, nurturing and ambitious community driven by a powerful sense of the wellbeing of our stakeholders, so that the wellbeing of others may be enhanced. Wellbeing is embedded in everything we do, and we want our staff to be:

- able to flourish: be physically adept, mentally resilient, intrinsically motivated, highly skilled,
- practicing effective work life integration, and
- demonstrating an adaptive capability which will enable the College to confidently embrace disruption.

Key to the achievement of this vision is the College's strategy of attracting and retaining the best people whose values align with Scotch.

Position Objective:

The position's main objective is to process accounts payable in a timely, accurate and efficient manner, compliant with GST legislation and in line with College policies and procedures.

Position Overview:

Primary responsibility is the processing of invoices for payment, the onboarding of creditors and processing EFTPOS payments for school fees and sundry debtors.

Key Responsibility Areas:

1. Accounts Payable

- Ensure all emails from the invoices@scotch account are attended to in a timely manner.
- Liaise with creditors to resolve any issues regarding accounts payable including outstanding invoices.
- Assist in the education of staff and other stakeholders with regards to accounts payable procedures to ensure invoices and reimbursements are appropriately charged to general ledger accounts and authorised.
- Process invoice and reimbursement batches in a timely and accurate manner in the Accounts Payable system.
- Understand and apply correct GST coding to invoice and reimbursement entries.

- Onboard creditors in the supplier verification system such that bank details are verified or self-certified and ABNs validated.
- Enter verified suppliers in the Creditors Masterfile accurately and appropriately categorise them.
- Monitor and act on creditor status changes in the supplier verification system and update the school's Creditors' Masterfile accordingly.
- Process in accordance with finance procedures and actively participate in updating of accounts payable procedures.

2. Other duties

- Open and action finance team mail.
- Reimburse petty cash requests.
- Greet visitors to the Finance office and process and record EFTPOS payments of debtor and other sundry accounts.
- Assist with other duties as requested.

3. Work Health Safety and Wellbeing

- Take reasonable care of and cooperate with actions taken to protect the health and safety of self and others.
- Report all accidents, incidents and hazards as soon as is practicable.
- Read and adhere to all Scotch WHS guidelines and policies.

4. General

- Attend whole staff meetings and others as required.
- Demonstrate a commitment to professional learning in relation to the requirements of this role.

Key Selection Criteria: Qualifications, Skills and Experience

Essential experience

- Experience working in an equivalent role.
- Ability to use an accounting package.

Essential qualifications, skills, and knowledge

- Ability to use Microsoft Office at a basic level.
- Ability to apply GST legislation.

Highly Desirable

- Working knowledge of the Synergetic Database.
- Experience using EFTSure Supplier Verification software.
- Practical experience working in a school environment.

Key Selection Criteria: Personal Attributes

- Good communication skills both written and verbal.
- Excellent attention to detail.
- An ability to work as an effective and constructive team member.
- Self-motivation in setting and accomplishing tasks.
- Ability to quickly acquire new skills including digital technology.

Conditions of Employment:

- All applicants must be eligible to work in Australia.
- All staff must satisfy child protection screening and adhere to Scotch's Child Protection policy and procedures.
- Be responsible for ensuring that the data they collect, access or retain is done so within the requirements of the College Privacy Policy.
- Work flexible hours to service the College's various activities, which will include occasional evening and weekend work.
- Position is employed under the terms and conditions of the College's Enterprise Agreement.
- The incumbent will undertake regular relevant training to ensure that skills are maintained or enhanced in the relevant areas of responsibility.
- Successful applicant will be required to take annual leave during the Christmas New Year closure period as determined by the Principal.

Finally

No position description can capture the complexity of tasks within a school. Therefore, this position description should not be seen as limiting and some flexibility is required when using this position description. There will be other tasks, not described above, that may be given to this position from time-to-time.

All positions evolve and change over time, and the school commits to regularly review and update position descriptions to accurately reflect the contribution of employees.

Scotch College is a child-safe organisation and committed to the safety and wellbeing of children and young people. We undertake appropriate screening and suitability assessments to determine the commitment of applicants to supporting child safety and wellbeing values in practice.