



Oxley
COLLEGE



School Finance Assistant

School Finance Assistant (Accounts Receivable and Payable)

School Campus	Whole School
School Division	College Services
Reports to	School Accountant and Business Manager
Key Relationships	School Accountant, Business Manager, staff, parents, vendors, and suppliers
Employment Status	<input checked="" type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary
Remuneration Classification	Independent Schools NSW Teaching Staff Multi-Enterprise Agreement (2021)

Oxley College is a well-established independent, co-educational, non-denominational PreK-12 day school in the beautiful Southern Highlands of NSW with 880 students. Bowral is approximately 75 minutes south of Sydney airport and central Wollongong.

At Oxley we have a fundamental belief in the education of the whole child. We seek to foster a learning environment that is dynamic, innovative, and child-centred through the provision of high-quality learning and teaching. Students are encouraged to enjoy their learning and to apply it to their understanding of the world in all its complexity and of their individual place within it.

Further information about the College and its programs can be located on our website: [Oxley College](https://www.oxleycollege.edu.au).

Position Summary: School Finance Assistant

As the School Finance Assistant, you will manage both accounts receivable and accounts payable functions to ensure accurate financial transactions within the school's administrative framework. You will be responsible for processing payments, following up outstanding school fees, invoicing, receipting, maintaining financial records, and assisting with budget management under the supervision of the School Accountant and Business Manager.

As a vital member of our Finance Team, the School Finance Assistant will directly report to the School Accountant and Business Manager, maintaining full confidentiality and exemplifying respectful, professional, and positive behaviour aligned with Oxley's values.

Combining accounts receivable and accounts payable responsibilities in a school setting is a comprehensive role. We are seeking an individual with a keen eye for detail and the ability to handle multiple tasks efficiently in a dynamic school environment.

This is a full-time position with 4 weeks of annual leave. Attendance at all mandatory College key events and participation in professional development activities is expected.

Duty Statement

The School Finance Assistant will be responsible for:

Accounts Receivable:

- Generate and send out invoices to parents for tuition fees and other school-related levy charges.
- Record and post incoming payments in the-accounting systems.
- Monitor accounts receivable ageing and follow up on overdue payments.
- Prior experience in collection of fees will be highly regarded.
- Issue receipts and maintain accurate records of payments received.

- Assist with processing scholarship distributions.
- Reconcile student accounts and resolve billing discrepancies.
- Manage enrolment fees and receipting.

Accounts Payable:

- Receive and verify invoices and requisitions for goods and services.
- Prepare and process payments by verifying documentation and requesting disbursements.
- Reconcile vendor statements and resolve discrepancies as needed.
- Maintain vendor files and respond to vendor inquiries.
- Ensure compliance with school policies and procedures regarding purchases and payments.
- Assist with month-end closing activities related to accounts payable.

General Financial Administration:

- Assist in preparing financial reports such as balance sheets, income statements, and expenditure reports.
- Collaborate with school administrators and department heads on budget planning and expense tracking.
- Participate in audits and provide documentation as required.
- Support other finance-related tasks and special projects as assigned.
- Reconciliation of Petty cash.
- Deposit banking at a local bank branch.

All staff are expected to:

- Undertake other duties as determined by the Business Manager.

Demonstrated Values

All staff are expected to uphold the College's values by:

- Safeguarding and promoting the welfare of children.
- Supporting and promoting the College's culture, reputation, and strategic objectives.
- Complying with the College's Code of Conduct and other policy and regulatory requirements.
- Respecting and upholding the College's values and ethos.
- Respecting people of all backgrounds within the College community.
- Building relationships with students, staff and parents based on respect, trust, and shared purpose.
- Behaving ethically and with appropriate confidentiality and sensitivity.
- Modelling punctuality and adherence to organisational deadlines.

Skills and Qualifications

The successful role-holder will demonstrate the following attributes and offer:

- Proven experience in debt collection and / or accounts payable, preferably in an educational or non-profit environment.
- Proficiency in accounting software (Xero) and MS Office (especially Excel).
- Strong attention to detail and accuracy in financial record-keeping.
- Excellent organisational and time-management skills.
- Ability to communicate effectively with vendors, parents, students, and colleagues.
- Understanding of financial regulations and compliance standards.

Reporting Relationships

The position reports to the School Accountant and Business Manager.

Internal Relationships: In carrying out the responsibilities listed in the Position Description, the School Finance Assistant will liaise with staff across the College as required to achieve the requirements of the position.

External Relationships: The School Finance Assistant will liaise with members of the College community, relevant committees, and outside associations, as well as peers in similar schools as necessary to fulfil the objectives of the position.

Conditions Precedent for Employment

1. The successful applicant will be subject to employment screening processes with the Office of the Children's Guardian and will be required to provide a current Working with Children registration number and clearance evidence.
2. Subject to a 6-month probationary period.

Application Guidelines

To apply for this position, you must be eligible to work in Australia, e.g. hold a current Australian work visa.

- Applications should be uploaded to SEEK.com as one attachment (PDF format preferred)
- Applications should include a covering letter of not more than two pages, which includes a statement in support of your candidacy.
- Applications should be addressed to Mrs Em Cassin, Business Manager.
- Applications **must** also include the following information:
 - Qualifications (please include the date of each qualification and the name of the institution awarding the qualification).
 - A summary of your current position.
 - A concise summary of your employment history (beginning with the most recent position).
 - Membership of any professional associations.
 - Names, positions and contact details for three (3) referees.

Closing Date for Applications

The closing date for application submission is **Friday 26 April 2024**.

Employee Acknowledgement *(to be completed on offer and acceptance of role)*

I have read and understood the contents of this position description and accept the following:

- *This position description is not to be considered as a complete list of responsibilities and that other duties may be required from time to time.*
- *My position is dynamic and that continuing development, change and improvement of processes, practices, knowledge, skills, and behaviours is expected by Oxley College.*
- *I declare that I have the physical capability to undertake the duties required for this role and that I do not have any pre-existing conditions which would hinder this capability.*

Signature	Date