

# Finance Officer (Full-time, fixed term)

## Position Description and Information for Candidates

### Fahan School Background

Established in 1935, Fahan School is located on a stunning 6.2 hectare campus in the attractive Hobart suburb of Sandy Bay - a ten minute drive from Hobart's CBD.

Fahan School is an independent, non-denominational day and boarding school for girls from Kinder to Year 12 on one campus. Fahan students enjoy state-of-the-art facilities, spectacular grounds, a nurturing wellbeing program and have an outstanding academic record.

Fahan School provides a strong academic program within a friendly, inclusive culture and prides itself on being the outstanding school for girls in Tasmania. In 2018, an outstanding 25% of our girls obtained ATARs of 95+, placing them in the top 5% of students nationally. This is not an anomaly, as over the last 12 years, Fahan School has had the highest percentage of Year 12 students achieving university entrance of any school in the State. These results continue a tradition of excellence at Fahan of which we are very proud.

Fahan School is committed to maintaining its strong family-oriented community, offering small class sizes, where the girls are valued and nurtured in a positive and caring learning environment.

### Philosophy

Fahan School is dedicated to excellence in education for girls and the realisation of each student's potential, providing a balanced curriculum encompassing academic, cultural, physical and practical areas of learning. Fahan is a non-denominational school with a Christian ethos.

Fahan School is a community that excels in educating girls from Kindergarten to Year 12 in an inclusive environment, where high expectations and outstanding academic and co-curricular programs allow for each girl to be valued and nurtured to develop skills of resilience, integrity and social responsibility, as she strives to achieve her personal best.

Our Vision is that Fahan School will be recognised as the outstanding school for girls in Tasmania.

The Fahan School Community is united by a strong set of values with the aim of:

- Ensuring that every individual matters
- Providing educational excellence
- Developing resilience in every Fahan girl
- Providing staff and students a nurturing environment
- Instilling in Fahan girls an important sense of family and community
- Encouraging Fahan girls to celebrate diversity and foster tolerance
- Engendering positive ethical and moral behaviour in every Fahan girl



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### Our Core Values

#### 1. Every individual matters

Fahan School accepts, nurtures, respects and celebrates every individual. Girls experience safety and encouragement, allowing them to grow in confidence and thrive.

#### 2. Educational excellence

Fahan School develops qualities of self-confidence, optimism, high self-esteem and a commitment to personal excellence in all academic and co-curricular pursuits. Fahan School encourages and celebrates the pursuit of excellence and one's personal best across all fields of endeavour.

#### 3. Resilience

Fahan School builds the resilience of students as they reflect on their actions, develop the strength and courage to cope with disappointment or loss, and are encouraged to move forward.

#### 4. Nurturing environment

Fahan School offers students and staff a nurturing environment through smaller class sizes, an emphasis on caring, and programs encouraging relationships between older and younger girls.

#### 5. A sense of family and community

Fahan School offers a sense of family and community by maintaining strong links with parents and former students and encouraging participation in communal events. Fahan's relatively small student numbers foster a close-knit family atmosphere.

#### 6. Welcoming

Fahan School welcomes students, staff and parents from a variety of cultural and socioeconomic backgrounds. Individual cultures and backgrounds are embraced.

#### 7. Integrity

Fahan School fosters integrity in academic and co-curricular endeavours. Students are encouraged to achieve their personal best and to be true to themselves.

#### 8. Participation

Fahan School offers a wide variety of activities for the girls and encourages them to attempt as many of these as possible.

### Co-Curricular And Extra Curricular Activities

Fahan School offers its students an extensive co-curricular program which assists in the development of specific skills, confidence and commitment. Students can participate in activities such as sport, music, visual arts, performing arts, debating, public speaking, student leadership, community service, exchange programs and intrastate, interstate and overseas trips. In all these activities, our students consistently achieve results above and beyond expectation.

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The Finance Officer is a fixed term, full-time position that assists in covering the work duties of the permanent Accounts Manager whilst they are on long service leave. The position will work in conjunction with the Business Manager and the Management Accountant to assist in the financial and administrative management of Fahan School.

**Please use the Application Form (Non-Teaching) to apply for this position and submit along with your CV and a cover letter addressing the selection criteria.**

### Reports

Manager:	Business Manager
Internal Liaisons:	Principal, Deputy Principal, Coordinators Junior, Middle and Senior School
External Liaisons:	Parents/Guardians and Creditors, Service Providers

### Level of Responsibility

The Finance Officer will be responsible and accountable for their own work and exercise discretion and initiative in the organisation of work which is performed within established guidelines and operating budget. The Finance Officer is subject to limited supervision.

### Position Overview and Attributes

The Finance Officer will be responsible for the day to day processing of all transactions, including accounts receivable, accounts payable and payroll. In addition, the person will assist in the reconciliation of accounts, management of outstanding debtors and preparation of budget and expenditure reports.

### Primary Responsibilities

1. Accounts Payable
  - Raising of Purchase Orders in accordance with school policy.
  - Verification of creditor invoices including matching to authorised Purchase Order and reconciliation to Creditor Statements.
  - Processing of creditor invoices to School's financial system including allocation to correct chart of Accounts.
  - Liaise with creditors and staff as required to facilitate processing and payment.
  - Preparation and remittance of cheque and EFT payments to creditors
  - Assists in processing of monthly BAS.
2. Accounts Receivable
  - Invoicing of Sundry and Family accounts.
  - Application of charges and credits to family accounts and issuing of all follow up reminder notices and statements.
  - Liaising with parents/guardians concerning account queries and/or payment of outstanding accounts.
  - Assist general office staff with receipting of monies as and when required.
  - Post receipts and direct debits to School's financial system against outstanding invoices or via journal entry.

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### 3. Payroll

- Ensure staff files are properly maintained and complete to include, letter of appointments, variations to duties and pay, leave requests, resignations and any other relevant source documentation required to meet regulatory and legal requirements.
- Process fortnightly payroll and transfer payments via EFT to bank accounts.
- Maintain employee leave accrual records for sick leave, annual and long service leave.
- Prepare, balance and process month end payroll liabilities, including superannuation and tuition fees.

### 4. General Ledger and Reconciliations

- Complete daily bank account reconciliations.
- Complete month end reconciliations of all Balance Sheet Accounts.
- Complete year end reconciliation of payroll.

### 6. General Duties

- Prepare external reports for Government Agencies as required.
- May be required to assist general office staff in answering phone calls, counter and student enquiries.
- Assist Business Manager and the Management Accountant with budgeting and financial reporting as directed.
- Undertake projects and other reasonable tasks from time to time at the direction of the Principal and/or the Business Manager.

## Work Health and Safety

- Comply with the requirements of the Tasmanian Workplace Health and Safety legislation and Fahan School Workplace Health and Safety policies and procedures .
- Liaise with Senior management and appropriate staff on matters relating to the occupational health, safety and well-being of students, other staff and visitors.
- To the best of the employee's experience and knowledge, provide risk management information, as requested, and of their own initiative.
- Make risk prevention a priority whilst undertaking daily tasks in the School's operations.
- Perform duties in a manner which is without an unacceptable level of risk to your own health and safety, other employees, students or the community in general.
- Report any illness, injury, hazard, near miss or incidents and losses as soon as they are detected.

## Code Of Conduct

- Abide by Fahan School's Code of Conduct in the performance of all duties.
- Exercise discretion and maintain the confidence of the Fahan School Community concerning the activities of the School.

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### Child Safety

- Adhere to [Fahan School's Child Safe Policy](#).

### Selection Criteria

1. Relevant financial management qualifications and or significant experience working in an accounting, bookkeeping or finance related role(s).
2. Demonstrate excellent financial management technical skills with experience in processing accounts receivable, payable, payroll and general ledger processes.
3. Experience with computerised accounting systems (and experience with Synergetic is highly desirable).
4. Have the capacity for proactive business management and continuous improvement.
5. Demonstrate excellent communication, interpersonal, oral/written and organisational skills.
6. Demonstrate the ability to work under pressure and to strict timelines.
7. Be able to satisfy the essential requirements below.

### Desirable Selection Criteria:

- Experience working in a School environment and with the business software Synergetic.

### Essential Requirements:

- Hold a working with vulnerable persons registration in Tasmania
- Satisfy a National Police Check
- Supply three referees
- Complete a fit and proper person declaration
- Confirm Permanent Australian Residency or the holding of a valid current work visa.

### Remuneration

In accordance with the Fahan School (General Staff) Enterprise Agreement 2018.

Please direct any enquiries to Business Manager, Mr Richard Colquhoun - [colquhounr@fahan.tas.edu.au](mailto:colquhounr@fahan.tas.edu.au)