

Job Description for Finance Officer

Primary Task

The Finance Officer:

- Is called to serve in their office under the Lordship of Christ, faithfully executing the responsibilities detailed in this description.
- Should understand the direction of the School (as articulated by the Board) and serve within the authority of their role to assist in the realisation of this direction.

The primary task of the Finance Officer is to ensure the efficient and accurate management of the School's accounts payable and receivable processes – supporting both the MECS & RangesTEC Campuses, including the reconciliation of financial records and preparation of reports. This role supports the overall financial operations of the School by maintaining accurate financial data, coordinating debt collection processes, and ensuring compliance with internal controls and financial policies and contribute to the School's financial integrity and accountability.

Job Details

Responsible to	Business Manager
Time Fraction	0.6-0.8 FTE
Major Relationships	Business Manager Principal Finance Manager Finance Team
Location	Hybrid between MECS Campus (Mount Evelyn) and RangesTEC Campus (Lilydale)
Holidays	4 weeks paid annual leave (12 days paid pro-rata) generally taken during non-term time. A portion of leave without pay can be negotiated for leave to be taken during non-term time.
Conditions	Level 5 under the Educational Services (Schools) General Staff Award 2020, and the National Employment Standards (NES) within the Fair Work Act 2009
Desirable Experience & Education	Minimum 3+ years accounting experience (preferably within a school setting) Bachelor in Accounting or Finance related discipline.

Our Vision

Seeking the Kingdom of God in Education

Our Mission

We provide Parent-governed, Christ-centred schooling with learning experiences that challenge each student to actively live for God in His world, while partnering with Christian parents in the nurture of their children at a price affordable to those who are committed.

Preamble

1. Mount Evelyn Christian School's (MECS or "the School") educational objectives are encapsulated in the School's Mission and Vision and more specifically in the Educational Creed (which seeks to describe a biblical world-view underlying Christian teaching and living). The School is a member of the umbrella organisation Christian Education National (www.cen.edu.au).
2. The heart of employment arrangements is to establish a dynamic, Christ-centred and mutually supportive framework between the Finance Officer and the School (through its appropriate leadership personnel) to assist in the ongoing establishment and furtherance of its mission and vision.
3. The relationship between the School and the Finance Officer shall be characterised by love, humility and service as taught in the Scriptures. Both share a common mission and a confidence that each will act in the best interests of the other in order that God's Kingdom may be advanced.
4. Employment arrangements between the School and the Finance Officer presuppose a biblical view of all offices which allows every person, by virtue of being a representative of God, to hold one or more offices to serve the Lord, and for which special competence has been given by the Lord. All such offices acknowledge an appropriate God given authority, which is also recognised, respected and upheld by the school community. These arrangements also presuppose that such arrangements between Christians shall reflect the commitment to one another's welfare, sense of justice and desire to encourage what is taught in the Scriptures. These arrangements are between brothers and sisters in Christ, who recognize the gifts and roles of one another, and who desire that these gifts and roles can be exercised confidently and effectively for the benefit of the whole community.

Role

The role of the Finance Officer is to support the financial operations of MECS and RangestEC by managing the day-to-day accounts payable and receivable functions, ensuring accurate and timely processing of transactions, and contributing to sound financial practices. This includes overseeing supplier payments, staff reimbursements, invoice processing, school fee collections, and financial reconciliations. The Finance Officer works closely with the broader Finance Team to support budgeting, debt management, month-end reporting, and audit preparation, while ensuring compliance with financial policies and maintaining the integrity of financial data.

Responsibility	Tasks Included
Accounts Receivable	<ul style="list-style-type: none"> • Maintain accounts receivable • Creating any new debtor family in relevant systems • Debt collection and processing all receipts in relevant finance systems • Contacting families by emails or phone calls assisting with school fee payment plans and fee recovery and agreed within the Finance parameters • Monitor and make recommendations for fee assistance • Invoicing of External VET Courses, Short Courses, Service Projects and other invoices as required • Recording of EFTPOS entries • Bank deposit of all cash school fee payments and fundraising monies
Accounts Payable	<ul style="list-style-type: none"> • Reconcile invoices with purchase orders • Enter invoices into the finance system • Process staff reimbursements. • Maintain accurate records of accounts payable transactions and supplier details. • Receive, verify, and process supplier invoices, ensuring accuracy and appropriate authorisation. • Prepare and process weekly/monthly payment runs with management authorisation • Liaise with suppliers to resolve invoice discrepancies or payment issues in a timely and professional manner. • Maintain confidentiality and integrity of financial data. • Reconcile accounts payable ledger to ensure completeness and accuracy. • Ensure compliance with internal financial policies and procedures. • File and archive invoices, statements, and supporting documents securely. • Support the implementation and maintenance of internal controls.

Month-End Duties	<ul style="list-style-type: none"> • Monthly Bank reconciliation • Credit Cards reconciliation • Short courses invoices reconciliation • Pre-paid card reconciliation • Petty cash reconciliation • Prepare Budget vs Actual reports as required
Year-End Duties	<ul style="list-style-type: none"> • Preparing adjustments to reconcile invoices payment with aging AP/AR modules • Year-end analysis for bond refund or any debtors school fees adjustments • Prepare paperwork for auditor's requests.
General Finance Duties	<ul style="list-style-type: none"> • Provide support with various other finance and administration tasks including - management reporting & budgets • Other duties as requested by the Business Manager or Finance Manager • Attend any meetings as required by the Business Manager. • Assist with priority projects as directed • Perform their responsibilities in a manner which reflects and responds to continuous improvement. • Demonstrate excellent interpersonal and communication skills. • To actively pursue best practice in the areas of responsibilities
Inherent Requirements of the Position	<ul style="list-style-type: none"> • Participate in daily staff devotions and small groups, including leading devotions. • Commitment to child safety and a Christ-centred educational environment
Occupational Health and Safety Responsibilities	<ul style="list-style-type: none"> • Ensure, as far as reasonably practicable, that all work areas under your supervision are maintained in a manner that poses no risk to the health and safety of occupants • To have knowledge of, and comply with the School's OHS policies and procedures • To adhere to all safe work practices by taking reasonable care for your own health and safety, as well as that of colleagues, students, and visitors • Participate in relevant training and induction sessions • To report all incidents and/or potential hazards as soon as possible
The School's expectations of you include	<ul style="list-style-type: none"> • Be familiar with, and supportive of, the School's policies regarding child safety • Adherence to the School's Policies and Procedures • Support and uphold the ethos and values of MECS & RangestEC

As part of your employment, you are expected to participate in a range of duties beyond clerical/administration responsibilities. The School Calendar provides additional detailed information. These duties may include, but are not limited to:

- Participation in relevant meetings

Your duties may be varied by the School from time to time in accordance with the School's operational requirements.