



# Position Description

POSITION OVERVIEW			
<b>POSITION TITLE</b>	<i>Finance Assistant</i>		
<b>TIME ALLOWANCE</b>	(0.6 FTE up to 1.0FTE)		
<b>2024</b>	2024	<b>TENURE</b>	Ongoing
<b>REPORTS TO</b>	Administration Manager (through the Finance Officer)		

## GENERAL EXPECTATIONS

Blakes Crossing Christian College Administration Staff are employed as General Staff under the terms and conditions specified in the Christian Community Ministry Enterprise Agreement 2024 as amended from time to time. Administration staff will demonstrate a willingness to actively support the Christian aims of the College, demonstrate a strong commitment to the ethos of Christian education and be familiar with the College Code of Conduct, policy, rules and expectations.

## POSITION SUMMARY

The Finance Assistant is accountable to the Finance Officer and Administration Manager and will maintain a key relationship with central office CCM Financial Personnel.

The Finance Assistant role will mainly support the Finance Officer and the financial matters of the College, and to a lesser extent maintain some day-to-day admin matters at Blakes Crossing Christian College in the Administration team. Key tasks will include maintaining:

- Accounts Payable
- Purchasing & Ordering
- The creation of professional relationships with administration, teaching, and leadership staff

<b>REPORTING/WORKING RELATIONSHIPS</b>	<ul style="list-style-type: none"> <li>• Administration Manager</li> <li>• The Leadership Team</li> <li>• Finance Officer</li> <li>• The Administration Team</li> </ul>
<b>LINE MANAGEMENT RESPONSIBILITIES</b>	Nil

## DUTIES & RESPONSIBILITIES

### Accounts Payable

- Create supplier accounts
- Pay suppliers and camp/excursion venues on account invoice or upfront on corporate credit card

### Purchasing & Ordering

- Drive and implement the BCCC Purchasing Process and
- Process purchasing requests from staff
- Generate requisitions for Head of School approval
- Order items for staff from suppliers on account and advise when ready for collection
- Once camp requisition is approved, advise staff they may book the camp/bus
- Transmit Purchase Order and place order with supplier
- Pay invoice
- Liaise with external stakeholders and the CCM central office regarding the creation of accounts with regular suppliers

### Administrative & First Aid support

- Provide backup and assistance to the Finance Officer (as required)
- Front desk, uniform shop and first aid support (as required)
- Answer phones if Front Office and First Aid staff are unavailable (as required)
- Weekly banking and mail collection

### Other Duties:

- Attend College events and meetings as required
- Assist with planning, set up and clean-up of college events as part of the Administration team
- Undertake other tasks as directed by the Leadership team

## SKILLS & ABILITIES

- Excellent interpersonal skills to successfully engage a range of audiences including external stakeholders, College Leadership, CCM Central Office, teaching staff and parents
- The ability to work cohesively as a member of a team
- Clear written and verbal communication skills
- Strong customer service skills and an ability to stay calm in complex situations
- High level of problem-solving skills that support working in a dynamic and developing environment
- Ability to handle potentially sensitive matters and maintain confidentiality
- Current driver's license and own vehicle
- Must hold the following:
  - A current Working with Children Check Clearance (or willing to obtain)
  - Provide First Aid (or willingness to obtain)
  - Mandatory Notification (RRHAN) certificate, for which the training was completed within the last three years (or willingness to obtain)

#### PERSONAL ATTRIBUTES

- An ongoing commitment to the Lord Jesus Christ as Lord and Saviour, consistent with the Statement of Faith of CCM
- A mature faith and active involvement in a local church
- A proven lifestyle as detailed in the CCM enterprise agreement, and Code of Conduct that is founded on Biblical Christian principles
- A life that demonstrates the indwelling of the Holy Spirit
- A Christian with a strong commitment to Christian education and a determination to serve God in a Christian school community
- High level of discernment and empathy
- Open and approachable manner when relating to people of all ages and backgrounds
- Trustworthy and reliable
- Proactive and shows initiative

#### EXPERIENCE AND KNOWLEDGE

- Experience in processing Accounts Payable and Accounts Receivable
- Experience in working with EFTPOS machines, photocopiers, and other office equipment
- Extensive knowledge of the Microsoft Office Suite, in particular Word, Outlook, and Excel
- Some knowledge of Christian Education

#### DESIRABLE CHARACTERISTICS

##### Qualifications/Skills and Abilities/Personal Attributes/ Experience

- Previous experience in a similar role in a school environment
- Experience with school data management systems
- Finance qualification(s)

#### SPECIAL CONDITIONS

- Some out-of-hours work may be required, e.g., Presentation Night

#### WORK HEALTH AND SAFETY RESPONSIBILITIES – INCLUDE:

- Ensuring, as far as is reasonably practicable, that work/study/classroom areas under your control are without risk to health and safety of occupants
- Knowledge of and compliance with the College's WHS policies and procedures
- Compliance with all safe work practices, ensuring reasonable care of your health and safety and that of other staff, students and visitors
- Participation in relevant training and induction sessions as required by the College
- Reporting all incidents and/or potential hazards to the Administration Manager and property maintenance staff as soon as possible

*I have read and understand the requirements of this position and accept its responsibilities. I will carry out these responsibilities to the best of my ability and understand I must meet the required performance standards. I also understand the position description for my role through necessity, will be updated from time to time.*

Authorised by (Principal): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Accepted by (Employee): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_