



James Sheahan Catholic High School Orange

A Co-educational School Years 7-12
Current enrolment of 1,019 students

FINANCE OFFICER Full Time Position

Immediate start by negotiation

The role of Finance Officer exists to support the Business Manager with the effective financial management of the school.

The successful applicant will be able to demonstrate:

- the ability to work to a high level of accuracy with attention to detail
- sound working knowledge of computer applications including online accounting software eg SAS
- excellent written and verbal communication skills
- excellent organisational skills and the ability to prioritise
- the ability to develop and maintain positive working relationships with staff, students and the public.

A willingness to support the values and ethos of the Catholic tradition in the workplace is essential.

A role description and selection criteria are to be obtained from the James Sheahan website – www.jschs.nsw.edu.au under Employment at JSCHS.

A valid *Working with Children Check Number* is required for this position and must be provided at the time of application. To obtain a *Working with Children Check Number* visit www.kids.nsw.gov.au or call (02) 9286 7219.

Applications addressing the selection criteria and including the names of three professional referees are to be submitted to:

Mrs Kirsten Felstead
Executive Assistant
James Sheahan Catholic High School
PO Box 146
ORANGE NSW 2800
Phone: 02 6362 1422
Email: k.felstead@bth.catholic.edu.au

Applications close: Friday 28 April 2017 at 1.00pm

The Catholic Education Diocese of Bathurst is an equal opportunity employer



FINANCE OFFICER

The Finance Officer is responsible to the Business Manager

Selection Criteria

The successful applicant will be able to demonstrate:

- previous experience in budget processes and performing purchasing functions
- the ability to work to a high level of accuracy with attention to detail
- sound working knowledge of computer applications including online accounting software e.g. SAS
- excellent written and verbal communication skills
- the ability to maintain confidentiality
- excellent organisational skills and the ability to prioritise
- the ability to develop and maintain positive working relationships with staff, students and the public
- the ability to work as part of a team
- a willingness to support the values and ethos of the Catholic tradition in the workplace

A valid *Working with Children Check Number* is required for this position.

Role Description

The Finance Officer:

- receives functional guidance/control from the Business Manager and Officers at the Catholic Education Diocese of Bathurst office
- has significant contact with the Assistant Principal, KLA Coordinators, teaching staff, suppliers of goods and services and the school's bankers

Key Responsibilities

Supporting the financial affairs of the school including:

- recurrent income and expenditure
- capital expenditure and fixed assets
- coordination of purchasing activities within the school
- working with the clerical activities of the School Fees Office

Detailed Responsibilities

The sound financial operation of the school on a day to day basis including:

- processing and entering receipting and banking of funds
- preparation of cheques for payment of Creditor's invoices
- recording data in the school's accounting system in accordance with Catholic Education Diocese of Bathurst guidelines
- reconciliation of bank statements/general ledger data and resolution of associated problems
- providing financial reports to Line Managers and the school Executive

- monitoring income and expenditure against budget and report variance and reporting to the Business Manager on a periodic basis
- preparing cash flow forecasts to enable the school to meet all its commitments within normal credit terms
- ensuring that appropriate internal controls are maintained and that work is processed promptly

Ensuring that budget processes within the school to monitor the school's financial position is at all times secure by:

- collecting and collating information regarding essential capital expenditure and prioritising the items
- preparing the school budget for each recurrent income and expenditure item
- assisting the Business Manager in the allocation of funds to each department through the collection and collation of submissions from Subject Coordinators
- assisting Subject Coordinators in the implementation of departmental budgets to ensure that they are within the predetermined allocation

Perform purchasing functions for the school by:

- obtaining competitive quotes for all goods and services purchased
- issuing orders for all purchases
- following up orders to ensure prompt delivery

Control plant and equipment within the school by:

- updating asset registers to ensure accountability for equipment
- provide plant and equipment registers to the school's insurance company

This position attracts the award wage for a School Officer, Level 4 under the award.

Qualifications need to be commensurate with this level.

This position works 76 hours per fortnight during school terms.