



St John Paul College

Coffs Harbour

Applications are invited from suitably qualified persons for the following positions:

Finance Officer

The successful applicant will work with the Business Manager of the College including dealing with a broad range of sensitive and confidential material.

A detailed position description is available on the College Website, under the 'About Us' tab

<http://www.cofhslism.catholic.edu.au>

Full time/Temporary commencing 28th May until the end of 2018
(with possibility of extension)

Applications close 3.00pm, Friday 18th May 2018

Applications should be emailed to:

The Principal

St John Paul College

jpc coffs@lism.catholic.edu.au

Ph: (02)6653 3155

Child Protection legislation requires preferred applicants to be subject to employment screening.
SJPC is an equal opportunity employer.

ST JOHN PAUL COLLEGE

Finance Officer to Business Manager



JOB DESCRIPTION

The successful applicant will work with the Business Manager of St John Paul College including dealing with a broad range of sensitive and confidential material.

SPECIFIC FINANCE DUTIES SHALL INCLUDE:

- Accounts payable – creditor invoice entry
- Accounts payable – creditor EFT & cheque payments
- Preparation of purchase orders
- Receipting
- Daily banking – preparation of bank deposit
- Invoicing student fees
- Invoicing external parties and non-fee payers
- Assisting with debtors monitoring
- Uniform shop – liaising with suppliers regarding orders
- Ordering & issuing of keys to staff
- Notification of worker's compensation claims
- Prepare monthly bank reconciliation
- BPAY receipting
- Direct bank deposit receipting
- Debtors monitoring and maintenance of College debtors system
- Prepare monthly business activity statement
- Co-ordinate and assist with uniform shop stocktake

SECRETARIAL & SUPPORT

- Attending to the front counter
- Greeting and directing visitors
- Handling student and parent enquiries
- Answering phone calls and transferring to appropriate person
- Taking phone messages
- Placing phone calls for staff
- Providing information about events e.g. awards ceremonies, excursions

STUDENT RELATED

- Late arrivals and exits
- First Aid

Applications Close 3pm Friday 18th May 2018
