



# Position Description

<b>Position Title</b>	<b>Finance and Administration Coordinator (Schools)</b>
<b>Organisation</b>	Catholic Education Sandhurst Limited (CES Ltd)
<b>Team</b>	Operations
<b>Location</b>	<i>Bendigo, Wangaratta or Tatura</i>
<b>Enterprise Agreement and or Award</b>	Victorian Catholic Education Multi-Enterprise Agreement 2018
<b>Classification</b>	CEO Administration Level 4
<b>Remuneration</b>	\$84,977 – \$93,933 (excluding superannuation)
<b>FTE</b>	1.0 FTE
<b>Status</b>	Ongoing
<b>Reports to</b>	Senior Accountant (School Services)

## Our Organisation

Catholic Education Sandhurst Limited (CES Ltd) is committed to the mission of Catholic Education across the Diocese of Sandhurst. With a rich history dating back to 1853 the Diocese reaches from Central to Northeast Victoria. The organisation supports more than 3000 employees in 52 schools and 2 early childhood facilities. It also provides support to 4 secondary colleges owned and operated by Religious Institutes.

CES Ltd participates and cooperates in the work of the Catholic Education Commission of Victoria Ltd (CECV), which has key responsibilities for the allocation and distribution of government funding, facilitating cooperation across the four Victorian Dioceses, and in working and cooperating with government statutory authorities.

The Executive Director of Catholic Education Sandhurst acts as Chief Executive Officer for the Board of CES Ltd and within its delegated schedule for the organisational, administrative, support and service matters related to Catholic schools within the Diocese.

The Executive Director of Catholic Education Sandhurst and all delegations via that position operate within the parameters of Canon Law and the Catholic Church structures and processes. CES Ltd is the employing authority for its schools and acknowledges and respects the role of Parish Priests within the Parish communities in which schools are located and supported.

## Our Vision

The vision for CES Ltd is to provide, in partnership with our families, stimulating, enriching, liberating, and nurturing learning environments in each of the Catholic school communities within the Diocese. At the heart of this vision is our commitment to the ongoing duty of care that we have for the safety, wellbeing and inclusion of all children and young people.

We believe:

- That the values of the Gospel are central to who we are, what we do, and how we act.
- That we have a vital role in the mission of the Catholic Church to imagine and seek new horizons while respecting our Tradition.
- That a strong sense of community is dependent on the quality of our collegial relationships.
- That each person's potential is fostered through the dedicated ministry of Catholic Education.
- In leadership encompassing vision, innovation, and empowerment.

## Our Values

CES Ltd Values underpin and reflect the behaviours we expect of our staff:

### Principles of Catholic Social Teaching

The identity of the Sandhurst Catholic School reflects the principles of Catholic social teaching, grounded in the person of Jesus, and interpreted and enacted for the "common good" in response to the "signs of the times".

These principles require that the dignity and potential of each person be fully respected within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school

### Respect

Respect for the dignity and potential of each person within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school

### Partnerships

The Sandhurst Catholic Schools do not function in isolation. In attending to the religious dimension of education, the most fundamental partnerships are those with parents/guardians and with local Catholic faith communities. The school is part of the wider Church community

### Faith

The tasks of evangelisation, catechesis and religious education are shared by home, school and parish, with each having its own distinct contribution to make in a sense of genuine partnership.

## Team Summary

The Catholic Education Office Sandhurst (CEOS) Team comprises approximately 100 employees working across 7 key divisional areas, supporting over 50 schools within the Sandhurst Diocese based across Bendigo, Tatura, and Wangaratta.

The Chief position within each division reports directly to the Chief Executive Officer of Catholic Education Sandhurst (CES) and the 7 divisional areas comprise of:

- Catholic Mission/Learning & Teaching
- School Development and Support
- Early Childhood Education and Care
- Student Wellbeing
- People & Culture
- Operations; and,
- Strategy, Risk & Governance

The Operations Team is led by the Chief Operations Officer who also assumes the duties of the Chief Financial Officer for Catholic Education Sandhurst Limited (CES Ltd).

The team partners with the business to provide advice and support in the following areas:

- Finance
- Facilities and Fleet Management
- ICT and Digital
- System Data
- Public Relations and Marketing
- Procurement
- Capital Planning & Infrastructure (including planning and implementing of all capital works projects); and,
- Administration (including event management and reception)

The team ensures appropriate systems and processes are in place to ensure that financial accountability, fiducial responsibility and resource and data stewardship are all managed to ensure sound strategic decision making.

## Position Summary

Reporting to the Senior Accountant (School Services) this position provides support to school staff to ensure current accounting processes are effective, supported by relevant documentation and to ensure that appropriate authorization processes are followed.

## Key Responsibilities

<b>Accountancy support and compliance</b>	<ul style="list-style-type: none"> <li>● Providing first line advice on accounting matters and administrative processes to school staff.</li> <li>● Assist Senior Accountant with accounting matters and financial administrative processes within the schools.</li> <li>● Escalate to Senior Accountant if accounting functions are non-compliant with relevant legislative requirements, and CES policy and processes.</li> <li>● Assist in financial data entry.</li> <li>● Receive and process invoices and purchase orders for goods and services.</li> <li>● Process weekly/monthly payments including cheques and EFT.</li> <li>● Assist in maintaining the general ledger and creditor files.</li> <li>● Ensure correct treatment of GST for all transactions.</li> <li>● Assist with daily banking, receipting and cash processing as required.</li> <li>● Assisting in the interviewing and selection process for new school admin staff as required.</li> </ul>
<b>Accounts Receivable and Grant support</b>	<ul style="list-style-type: none"> <li>● Provide support for the accounts receivable function within schools.</li> <li>● Provide support to Senior Accountant (School Services) to prepare accountability documents for grants.</li> </ul>
<b>Financial reporting</b>	<ul style="list-style-type: none"> <li>● Assist Senior Accountant (School Services) to ensure schools within the Sandhurst Diocese are supported to enable them to meet their financial reporting obligations to relevant funding and legislative authorities.</li> <li>● Assist schools with the preparation of various financial statements and bank reconciliations including monthly business activity statements (BAS).</li> <li>● Assist schools with the preparation of Annual Financial Statements (AFS) and other accountability documents to ensure these are submitted within required timelines.</li> <li>● Work collaboratively with schools to ensure AFS documents are submitted within required timelines.</li> <li>● Support external and internal audits.</li> </ul>

	<ul style="list-style-type: none"> <li>● Review accounting and financial processes and make recommendations to Senior Accountant (School Services) where processes can be improved and or if it needs to be reviewed to ensure compliance with relevant legislation.</li> </ul>
<b>School Support</b>	<ul style="list-style-type: none"> <li>● Complete on-site school visits, audit reports, and school reviews to identify areas for improvement and identify additional training needs for school staff.</li> <li>● Participate in School Review validation panels as requested.</li> <li>● Provide support and assistance to school staff in the preparation of their school budgets.</li> <li>● Where requested by schools and or CES Ltd office staff analyse finance and administration practices in schools and support the implementation of best practice.</li> <li>● Support and participate in selection panels for administration staff within schools.</li> </ul>
<b>Payroll support</b>	<ul style="list-style-type: none"> <li>● Provide support and assistance to the payroll function of the CES Ltd schools.</li> </ul>
<b>Software support</b>	<ul style="list-style-type: none"> <li>● Support the implementation of the ICON including but not limited to configuration, data cleansing, and data mapping within agreed timeframes.</li> <li>● Provide post-go-live support including workshops.</li> <li>● Provide ongoing support to schools in relation to the ICON eAdmin component.</li> <li>● Liaise with the ICON Project Team to resolve problems and issues as they arise.</li> </ul>
<b>Audit support</b>	<ul style="list-style-type: none"> <li>● Assist with preparation for audits including ensuring financial processes are complete and up to date.</li> </ul>
<b>Archiving</b>	<ul style="list-style-type: none"> <li>● Assist with maintaining the filing and archiving system to ensure that confidentiality and security are maintained for all financial documentation including hard copy and electronic.</li> </ul>
<b>Training support</b>	<ul style="list-style-type: none"> <li>● Assist with the development and facilitation of training as required.</li> <li>● Assist with providing appropriate support, advice, and training to enhance the decision-making capacity of non-financial managers.</li> <li>● Coordinate small group training sessions, workshops, and overnight conferences to form professional networks.</li> <li>● Coordinate end-of-year payroll workshops for schools in Term 4.</li> </ul>

	<ul style="list-style-type: none"> <li>• Coordinate AFS workshops for schools in Term 1.</li> <li>• Coordinate budget workshops for schools in Term 4.</li> <li>• Coordinate the annual Finance and Admin Diocesan Conference.</li> </ul>
<b>Finance projects and initiatives</b>	<ul style="list-style-type: none"> <li>• Assist Finance Lead with Finance projects and initiatives.</li> <li>• Conduct research as required.</li> </ul>

Carry out all other duties that are within the limits of the skill, ability, competence, and training of the employee, and aligned with the requirements of the role as may be directed from time to time.

## Mandatory Responsibilities and Requirements

### Compliance with CES Ltd Policies and Procedures

- All CES Ltd policies and procedures are available in either CompliSpace and/or the Staff Portal. It is expected that all employees of CES Ltd must ensure that they comply with policies, procedures, and standard ways of work practices when carrying out their work. Any breaches in compliance may result in disciplinary action.

### Compliance with Occupational Health and Safety

- All CES Ltd employees have a responsibility to take reasonable care of their own health and safety along with the safety of others. It is expected that all employees comply with the policies, safe work procedures, instructions, and rules of CES Ltd's OH&S Management System.
- All employees must report any hazards or any other health, safety, or wellbeing issues to their team leader/principal. There is also an expectation that employees will actively eliminate hazards, follow instructions, and participate in training and consultation processes.
- All employees who have a responsibility to supervise /lead others have additional responsibilities including ensuring that employees have clearly defined safety roles and responsibilities, addressing OH&S issues immediately, being aware of tasks being undertaken by employees, and ensuring that they have the skills required to perform tasks safely, ensuring training is provided to address any knowledge or skills gaps for performing work safely, ensuring clear policies and procedures are implemented as well as holding regular OH&S meetings with employees and managing non-compliance.
- Depending on the role some employees will also be required to provide evidence of successful completion of a First Aid Certificate inclusive of Anaphylaxis training.

### Compliance with Child Safety Legislation

- CES Ltd is committed to creating and maintaining a child-safe school environment in which all students feel safe and are safe. They do this by promoting the safety, wellbeing, and inclusion of all children. All CES Ltd employees have a responsibility to comply with current Child Safety legislation. This includes keeping up to date with relevant mandatory reporting requirements and maintaining a valid working with children check or VIT registration. CES Ltd is committed

to ensuring the safety of children in our care, as such rigorous reference and background checks are conducted at the pre-employment stage. All staff is also expected to comply with the Child Safety Code of Conduct as amended or varied from time to time.

### Requirement for onsite work

- CES Ltd values flexibility and supports remote work where able. This position does require the majority of tasks to be conducted at a CES Ltd workplace and as such, the incumbent must be available to work onsite.

## Key Selection Criteria

<b>Essential</b>	<b>Qualifications and Registrations</b>	<ul style="list-style-type: none"> <li>• Certificate IV in Business or relevant experience.</li> <li>• A current unrestricted Victorian Drivers Licence.</li> <li>• National Police Record Check.</li> <li>• Working with Children Check or willingness to obtain before commencing.</li> </ul>
	<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• At least 5 years' experience in a finance, accounting, or payroll administration role.</li> <li>• Demonstrated experience in accounts payable and accounts receivable.</li> <li>• Demonstrated experience and competence in the analysis and interpretation of financial data and information.</li> <li>• Experience in the preparation and submission of BAS and AFS.</li> <li>• Demonstrated working knowledge of using accounting and payroll systems.</li> <li>• Experience and competence in the interpretation and application of relevant legislation to fulfil financial accountability and compliance requirements.</li> <li>• Understanding of industrial instruments including Modern Awards and Enterprise Agreements.</li> <li>• Understanding of industry trends, technologies, and best practices in Finance and Accounting.</li> <li>• Experience in developing and creating presentations, facilitating workshops and training events for adult learning.</li> </ul>
	<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"> <li>• Demonstrated commitment to the Catholic Faith with an understanding and willingness to work within the Catholic ethos, traditions, and practices of the Diocese of Sandhurst.</li> </ul>

	<b>Commitment to Child Safety</b>	<ul style="list-style-type: none"> <li>● Willing to undergo or provide a current and satisfactory working with children check.</li> <li>● Ability to demonstrate an understanding of appropriate behaviours when engaging with children.</li> <li>● Acknowledge and appreciate the strengths of Aboriginal culture and its importance in the wellbeing and safety of Aboriginal students.</li> </ul>
	<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>● Ability to communicate effectively with various stakeholders of multiple levels of skill and experience.</li> <li>● Ability to prioritise own workload and to work independently, managing competing demands and delivering within reasonable timeframes.</li> <li>● Highly developed word processing and computer skills including a high degree of proficiency within the Microsoft Suite including Microsoft Word, Excel, PowerPoint, and Google applications.</li> <li>● Excellent financial, analytical, and research skills</li> <li>● Proven ability to maintain high levels of confidentiality while exercising judgment, sensitivity, and discretion.</li> <li>● Personal qualities of collaboration, solutions-focused, positive, and friendly.</li> </ul>
<b>Desirable</b>	<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>● Experience in an education environment would be highly regarded, but not essential.</li> <li>● Experience in SAS (PAY3K) and or ICON payroll systems is highly desirable, but not essential.</li> </ul>