



Position Description

Position Title	Finance and Human Resources Officer
Organisation	Catholic Education Sandhurst Limited (CES Ltd)
School	Borinya Wangaratta Community Partnership
Location	<i>Wangaratta</i>
Remuneration	ESB Level 3 (plus superannuation)
FTE	1 (Mon, Thurs, Fri 8.00am-4.00pm Tues, Wed 8.30am-4.30pm)
Status	Ongoing
Reports to	Business Manager

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 Northwest 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.

School Summary

Borinya Wangaratta Community Partnership is a flexible learning centre in the Catholic tradition. Borinya is focused on the re-engagement of students and offers individual pathways and learning programs.

Position Summary

The primary focus of the Finance and Human Resources role is the provision of effective support in all financial operations including accounts payable and receivable, reconciliations and payroll (human resources) responsibilities. The position will ensure all tasks are completed in a timely manner and accurate for effective financial legislative requirements. This role will also provide support to the Receptionist and positively promote the ethos of Borinya Wangaratta Community Partnership.

Key Responsibilities

<p>Finance</p>	<ul style="list-style-type: none"> ● Accounts payable, entering invoices and preparation of creditor payments within a timely manner ● Ensure all invoices are allocated an approved purchase order for payment ● Prepare monthly Business Activity Statement ● Coordinate bank reconciliations on a cyclic basis for all school accounts, including (but not limited to) the general bank account, credit card, and term deposits ● Complete the monthly general ledger reconciliations, including the asset register, GST and payroll liabilities ● Assist with the Month End Financial Reports ● Assist with the maintenance of the Asset Register ● Complete the Bus Conveyance Submission and reconciliation
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	<ul style="list-style-type: none"> ● Receive and receipt monies payable to the school, including fundraising monies, ensuring appropriate cash handling and banking procedures are maintained ● Deposit Cash banking on a weekly basis ● Generation of all invoices including school fees, associated charges and sundry items ● Generate monthly school fee statements, monitor fee payments and follow up outstanding fee accounts ● Coordinate fee payment arrangements with all new enrolments, including direct debit, centre pay, or fee concessions arrangements ● Assist with the Annual budget preparation ● Assist with the Annual Financial Statement and Audit ● Assist with the maintenance of SAS
<p>Human Resources</p>	<ul style="list-style-type: none"> ● In consultation with the Principal, assist in the coordination of daily organisation and recording of teacher allocations ● Processing payroll and salary related payments (including PAYG, superannuation payments and LSL) ● Process new employee onboarding documentation into the payroll system and in CECV Online staffing records (OSR) ● Ensure personnel record system (SAS & OSR) are updated for leave and other changes ● Ensure payroll deductions are completed in a legislatively correct manner (including salary packaging etc) ● Process annual increments and salary increases ● Ensure employee files are current and well maintained within compliance obligations ● Maintain the VIT/Working With Children Register ● Maintain the Professional Learning Register ● Liaise with the Principal and Business Manager in employment related matters ● Responsible for maintaining Emergency Teacher list ● Assist in the maintenance of the Staff Handbook ● Assist in the Contractor Management System of the School
<p>Compliance</p>	<ul style="list-style-type: none"> ● Assist in the maintenance and implementation of PolicyConnect and Elearning programs in CompliSpace



	<ul style="list-style-type: none"> ● Assist with policy development of localised school policies
Administration	<ul style="list-style-type: none"> ● Back up to the reception, customer service, phone queries, and administer first aid to students ● Assist with administration of student attendance data, when required ● Assist with student electives in SIMON
General Tasks	<ul style="list-style-type: none"> ● Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures ● Attend school meetings and after school services/assemblies, sporting events, mass, community and faith days as required ● Demonstrate professional and collegiate relationships with colleagues ● Administration support to the Principal ● Other duties as directed by the Business Manager or Principal
Child Safe	<ul style="list-style-type: none"> ● Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety ● Assist in the provision of a child-safe environment for students ● Demonstrate duty of care to students in relation to their physical and mental wellbeing

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 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 responsibility to supervise /lead others have additional responsibilities including ensuring that employees have clearly defined safety roles and responsibilities, addressing OH&S issues immediately, be aware of tasks being undertaken by employees and ensure 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.
- All employees will be required to provide evidence of vaccination status prior to commencing employment with CES Ltd. Depending on the role some employees will also be required to provide evidence of successful completion of 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 are 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 are also expected to comply with the Child Safety Code of Conduct as amended or varied from time to time.

Key Selection Criteria

Essential	Qualifications and Registrations	<ul style="list-style-type: none"> • Finance Accounting/ Bookkeeping Qualifications • Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check
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Knowledge and Experience	<ul style="list-style-type: none"> ● Proficient knowledge of financial processes in accounts payable/receivable, bank and general Ledger reconciliations ● Understanding of BAS, GST implications ● Experience in payroll processes and understanding of legislative requirements ● Understanding of office procedures and experience working in an administration office ● Excellent computer skills (MS Office, Google suite)
Commitment to Catholic Education	<ul style="list-style-type: none"> ● Demonstrated commitment to Catholic Faith with an understanding and willingness to work within the Catholic ethos, traditions, and practices of the Diocese of Sandhurst.
Commitment to Child Safety	<ul style="list-style-type: none"> ● A demonstrated understanding of child safety ● A demonstrated understanding of appropriate behaviours when engaging with children ● Be a suitable person to engage in child-connected work
Skills and Attributes	<ul style="list-style-type: none"> ● Ability to work as part of a team ● Excellent interpersonal and communication skills ● Good oral and written communication skills, including ability to communicate with children, parents and the school community ● Ability to manage complex tasks with minimal supervision ● Ability to develop and maintain strong working relationships with key stakeholders ● Proven capacity to work independently ● Sound organisational skills including strong attention to detail ● Proven time-management skills ● Self-motivation ● Ability and willingness to accept policy directives



Desirable		<ul style="list-style-type: none">● Experience in the education sector● Knowledge of the SIMON Student Management System● Knowledge of SAS Financial System● First Aid Qualification
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