

POSITION DESCRIPTION

Sandhurst Catholic Early Child Education & Care Ltd

POSITION TITLE:	Finance & Administration Officer
REMUNERATION SCALE:	Clerks – Private Sector Award 2020
REPORTS TO:	Assistant to the Executive Director: Early Childhood Education and Care
FULL TIME EQUIVALENT:	0.6 - 0.8 FTE
LOCATION:	Bendigo
AUTHORISED BY:	Executive Director of Catholic Education Sandhurst Ltd
DATE:	June 2021

Primary Objectives

The primary purpose of this position will be to assist with the day to day financial functions of Sandhurst Catholic Early Childhood Education and Care Ltd to ensure financial accountability and stewardship for the financial operations of the organisation. The incumbent will further provide support to the Assistant to the Director: Early childhood Education and Care and Early Learning Centre staff in the areas of finance and administration.

Organisation Environment

Sandhurst Catholic Early Childhood Education and Care Ltd. (SCECE&C) is a newly established entity responsible for two Early Childhood Education and Care Centres managed through the Early Childhood Education and Care Unit. SCECE&C are an incorporated company constituted by the Bishop of Sandhurst and is a subsidiary company of Catholic Education Sandhurst (CES) Limited, who is its Member, and it is governed by an independent Board of Directors.

SCECE&C Ltd.'s Vision is to create high quality environments which are authentically Catholic, where each child and family is accompanied on their journey of development, supported by the pastoral ministry of our Church as embodied in our Sandhurst communities.

The Early Childhood Education and Care Unit

The Early Childhood Education and Care Unit acts as the management arm of SCECE&C Ltd and has the responsibility for the organisational, administrative, support and service matters related to Early Childhood Education and Care settings within the Catholic Diocese of Sandhurst.

Key Responsibilities

- 1. As a member of the Early Childhood Education and Care Unit assist in ensuring early learning centres within the Sandhurst Diocese are supported to enable them to meet their financial reporting obligations to relevant funding authorities:**
 - provide support, guidance and first line advice on accounting matters and administrative processes to SCECE&C Administration Officers
 - assist early learning centre personnel with the preparation of Annual Confirmation to Department of Education and Training (DET) and other accountability documents, and ensure these are submitted within the required timelines
 - provide support and advice to SCECE&C administrative staff in relation to payroll processing functions, including responsibilities such as processing superannuation, leave applications and administering the Portable Long Service Leave Scheme
- 2. Support and assist the Assistant to the Executive Director: Early Childhood Education and Care to ensure they are supported and assisted to develop and maintain effective finance and administration processes**
 - assist the Assistant to the Executive Director: Early Childhood Education and Care in the financial tracking of income and expenditure across the SCECE&C unit
 - design and implement an efficient document storage and filing system for relevant SCECE&C documents
 - prepare accounts for payments received and purchases made by the organisation
 - directing the preparation of financial reporting summarising and estimating the organisation financial position, including assisting with financial reporting to the Board of Directors.
 - design, recommend and implement financial controls and measures within the organisation to support financial viability
 - manage the organisations liabilities, including insurances premiums
 - prepare documents including letters, emails, graphs, charts, spread sheets as required
 - monitor and record in relevant information systems including the National Quality Agenda IT System and Kindergarten Information Management System

3. Provide assistance to Early Learning Centre Directors and other leaders to ensure they are supported and assisted to develop and maintain effective finance and administration processes

- where requested participate in reviews of finance and administration processes to develop and streamline operational efficiencies
- participate in selection panels for administration officers when required
- provide support in the development and preparation of financial and inventory reports and processes
- provide administrative support to Early Learning Centre Staff in the Assessment and Rating, child enrolment, staff recruitment, grant applications, compliance and other areas as required.

Accountability

SCECE&C Ltd is intentionally structured to promote the professional understanding of co-responsibility and co-accountability. Within this structure, this role is responsible:

To: Assistant to the Director: Early Childhood Education and Care

Key Relationships

- **Assistant to the Director: Early Childhood Education and Care** - to provide key advice and support
- **CES Accountant** - to provide advice and support
- **Early Learning Centre Staff** - to provide key advice and support

Knowledge, Skills and Experience

Knowledge

- An understanding of and willingness to work within the Catholic ethos
- A strong understanding of and an ability to articulate the Church's mission in Catholic education
- Tertiary qualifications in Accounting, Commerce or Business
- An understanding of early childhood funding guidelines
- Knowledge of early childhood regulatory compliance

Skills/Abilities

- Highly developed interpersonal and communication skills

Essential	Desirable
✓	
	✓
	✓
	✓
	✓
✓	

- Effective facilitation, negotiation, and conflict resolution skills
- Sound organisational and administrative skills
- Computer literacy and the ability to manipulate data and prepare and present reports using spreadsheets
- Competence in the analysis and interpretation of financial data
- Ability to work without close supervision
- Hold a Driver's Licence, Working with Children Check and a Criminal Record Check
- Coaching and the provision of adult learning
- The ability to work as part of a team
- Presentation skills

Experience

- Experience and competence in using accounting and payroll systems
- Demonstrated proficiency in the use of information and communication technologies
- Experience and competence in the interpretation and application of legislation and employment awards and compliance requirements
- Proven capacity to work in a team environment
- Experience and competence in problem-solving and decision-making
- Proven record of commitment to ongoing professional development
- Experience with early childhood services and systems

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Key Selection Criteria

- Demonstrated ability in finance and accounting reporting
- Demonstrated ability to communicate with and provide administrative support to executive staff
- Well-developed computer skills in the area of accounting systems, spread sheets and document systems
- Ability to work independently and exercise initiative and discretion
- Demonstrated organisational skills and commitment to continuous improvement
- Demonstrated experience within the early childhood or the educational sector