

Accounts Officer

Position Description



TRINITY
ANGELICAN COLLEGE

Role:	Accounts Officer
Commencement Date:	February 2022
Tenure:	Full-time Maternity Leave Replacement
Responsible to:	College Accountant

ABOUT US

Trinity Anglican College is a co-educational school with over 1200 students from Kindergarten to Year 12. We are the largest independent regional school in NSW and a proud member of the Anglican Schools Commission. The College has earned a reputation as the 'school of choice' in this region because we believe that every child has the right to an engaging and joyful school experience.

Trinity has a dynamic and dedicated staff team. We believe in a collaborative staff culture and staff engagement, playing to people's strengths and providing opportunities for development and growth.

Our Strategic Vision focuses on the holistic wellbeing of a student. The empowerment of each student is essential to the fulfilment of the Vision.

THE ROLE

The Accounts Officer is responsible for providing accurate and timely accounts receivable and accounts payable processing and reporting in accordance with established procedures and internal controls.

This vital and highly respected role involves the collection, calculation and entering of data to ensure accurate and complete financial records. Oversight of the debtors ledger and timely follow up of overdue accounts is critical. A high degree of professionalism and confidentiality is required when working with families to resolve school fee payment issues and discussing payment methods and plans.

This is a hands-on role and requires someone who can work with minimal supervision in an accurate and efficient manner. Excellent interpersonal and communication skills, attention to detail, and good organisational and time management skills are essential.

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INVOLVEMENT IN COLLEGE LIFE

All staff inclusion and expectations:

- Attendance at staff meetings, Chapel and other College events when required and as directed
- Involvement in College activities and relevant functions
- Supportive of all colleagues
- High degree of professionalism, integrity and ethical behavior
- Contribute to the positive, respectful and nurturing culture in the College

RESPONSIBILITIES AND DUTIES

The key responsibilities of the role include (but are not limited to):

- Generating, sending and processing accounts receivable invoices and payments
- Communicating and meeting with families regarding payment arrangements and outstanding/overdue accounts
- Maintaining oversight of the ledger to identify problematic debtors and initiating action
- Keeping accurate and up to date records of all communication relating to accounts
- Processing accounts payable invoices in accordance with established procedures and internal controls
- Ensuring compliance with the accounts payable processes, with specific focus on purchase order and approval requirements
- Assisting with account receivable and payable queries
- Providing exemplary customer service and maintaining professional relationships at all times
- Contribute to the continuous improvement of processes and administrative functions within the financial team of the College
- Undertake other accounting and administrative functions as required, such as extracting data, preparing reports, conducting reconciliations and banking as required by the College Accountant

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REQUIREMENTS OF THE POSITION

Essential:

- Proven experience in accounts receivable and accounts payable functions
- Sound knowledge of underlying processes and controls
- At least two-years' experience in a similar or busy environment
- Attention to detail, accuracy and capacity to problem solve
- Excellent interpersonal and communication skills
- Confidentiality, tact and diplomacy
- Demonstrated ability to be organised, prioritise work, and manage time effectively
- High level of computer literacy including proficiency in Microsoft Excel, Word and Outlook
- Experience using Synergetic highly desirable but not essential
- The ability to work collaboratively as part of a multidisciplinary team, and independently to self-manage and meet deadlines
- Must be supportive of the Christian ethos of the College
- Current Working with Children Check or willing to obtain one

REMUNERATION

Terms and Conditions of employment will be in accordance with the 'Independent Schools NSW (Support and Operational Staff) Multi Enterprise Agreement 2017'. Remuneration will be determined by the Principal according to qualifications and experience.

STATEMENT OF COMMITMENT TO CHILD SAFETY

Trinity Anglican College is committed to being a Child Safe organisation. The College has a zero tolerance for child abuse and is committed to acting in children's best interests and in keeping them safe from harm. Trinity Anglican College regards its child protection responsibilities with the utmost importance and, as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations to maintain a child safe culture.