

# Finance Assistant

## *Position Description*



TRINITY  
ANGELICAN COLLEGE

<b>Role:</b>	Finance Assistant
<b>Commencement Date:</b>	April 2022
<b>Tenure:</b>	Full-time
<b>Responsible to:</b>	College Finance Officer

### ABOUT US

Trinity Anglican College is a co-educational school with 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 fulfilment of the Vision.

### THE ROLE

Reporting to the College Finance Officer, the role will be responsible for the timely and accurate processing of payroll, and the provision of accounting and administrative support to the College Finance team.

This role requires someone who can work with minimal supervision and has highly established organisational and time management skills. The ideal candidate will have excellent interpersonal and communication skills, be analytical and have good attention to detail.

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### **RESPONSIBILITIES AND DUTIES**

The Finance Assistant is responsible for:

#### Finance

- General accounting tasks including the processing of general ledger journals and completion of reconciliations
- Variance analysis
- Assisting with the preparation of budgets and forecasts
- Contributing to audit processes including the preparation of audit working papers

#### Payroll

- Timely and accurate processing of payroll
- Maintaining payroll records in an accurate and confidential manner
- Applying awards and multi enterprise bargaining agreements
- Ensuring superannuation, PAYG and FBT obligations are accurately prepared and met in accordance with statutory timeframes

#### General

- Contributing to the continuous improvement of workflows, processes and efficiencies
- Responding to staff queries in a professional, timely and courteous manner
- Participating in collaborative planning activities and other meetings or activities relevant to the position
- Other tasks assigned by the College Finance Officer and Business Manager

### **REQUIREMENTS OF THE POSITION**

- Sound knowledge and experience of accounting practices, procedures and processes in a large organisation
- Relevant experience in payroll
- Attention to detail, accuracy and capacity to problem solve
- Demonstrated ability to be organised, prioritise work, and manage time effectively to meet deadlines
- Excellent interpersonal and communication skills
- High degree of professionalism and confidentiality
- High level of computer literacy including proficiency in computerised accounting systems, Microsoft Excel, Word and Outlook
- Experience using iChris or Synergetic highly desirable but not essential
- Must be supportive of the Christian ethos of the College
- Current Working with Children Check or willing to obtain one

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### 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.