

Finance Officer Position Description

Applications Close: 4pm Monday 17 December 2018.

Apply to: The Principal
Noosa Pengari Steiner School
employment@noosasteiner.qld.edu.au

Position Title: Finance Officer

Hours of Duty: FTE 0.8 to 1.0

Interviews: Short listed applicants will be interviewed during the week beginning 14 January 2019

Start Date: February 2019

Responsible to: Principal through the Business Administrator

Probation: A probationary period of six months will apply

Location: Noosa Pengari Steiner School, 86 Nyell Road, Doonan.

Noosa Pengari Steiner School is located on the Sunshine Coast just minutes from Noosa itself. The school offers a Steiner/Waldorf education to students in classes K-12 with approximately 330 students. The school is situated on 30 acres of land surrounded by bush reserve and has been in operation for 22 years.

Primary Objective

The Finance Officer is an integral part of the administrative team and provides financial and administrative support to the Business Administrator. As part of their role, the Finance Officer is required to be flexible, helpful and have excellent skills. Customer service is a critical part of this position as the Finance Officer works closely with teachers, school support staff and parents.

Key Responsibilities

- 1 Process orders and deliveries on behalf of staff including generating purchase orders
- 2 Manage accounts payable on a weekly basis
- 3 Manage petty cash as required
- 4 Maintain filing systems
- 5 Reconcile accounts and banking on a weekly basis
- 6 Process Parent Fee Accounts
- 7 Coordinate fortnightly payroll for both permanent and relief staff
- 8 Process Superannuation payments on a monthly basis
- 9 PAYG & BAS preparation, lodge and pay as required

Selection Criteria

- Previous experience working as a Financial Officer/Bookkeeper
- Experience working in schools
- Familiarity with TASS software or similar
- Strong communication skills
- Excellent organizational skills
- Strong problem-solving skills and attention to detail
- Proven ability to maintain confidentiality and integrity in the workplace
- Ability to self-manage and work with limited supervision
- A willingness to receive instruction and openness to working as a team member

Qualifications and Requirements

- Positive Notice Blue Card or the ability to obtain one prior to commencement of employment
- Relevant tertiary qualifications, certificates and/or training will be highly regarded

Applications should include

- Cover letter addressing Selection Criteria (up to 2 pages)
- Resume with contact details of at least two professional referees
- Evidence of eligibility to work in Australia