

## Finance Officer Position Description

<b>Applications Close:</b>	4pm Monday 2 December 2019
<b>Apply to:</b>	The Principal Noosa Pengari Steiner School <a href="mailto:employment@noosasteiner.qld.edu.au">employment@noosasteiner.qld.edu.au</a>
<b>Position Title:</b>	Finance Officer
<b>Hours of Duty:</b>	FTE 0.8 to 1.0
<b>Start Date:</b>	Term 1 2020
<b>Responsible to:</b>	Principal through the Business Manager
<b>Probation:</b>	A probationary period of six months will apply
<b>Location:</b>	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 350 students. The school is situated on 30 acres of land surrounded by bush reserve and has been in operation for 23 years.

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### **Primary Objective**

The Finance Officer is an integral part of the administrative team and provides financial and administrative support to the Business Manager. 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 daily 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 Finance 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