



WAGGA WAGGA
CHRISTIAN COLLEGE
FORWARD IN FAITH

POSITION DESCRIPTION

COLLEGE VISION:

In Christ, partnering with families in providing excellent academic and practical education, preparing students to act justly, love mercy and walk humbly before God.



POSITION TITLE: Senior Finance Officer (full-time)

EMPLOYMENT CLASSIFICATION: School Administration Services

REPORTS TO: Business Manager

(Note: All positions are ultimately accountable to the Principal)

POSITIONS REPORTING TO THIS ROLE:

Nil

AGREEMENT/AWARD:

General Staff Multi-Enterprise Agreement 2020-2023

COMMENCEMENT LEVEL:

Level 5 Step 1 – School Administration Service

THE COLLEGE

Wagga Wagga Christian College is seeking a passionate and dedicated Christian Senior Finance Officer to join our College Community for a full-time position commencing Term 1, 2024. This role offers a unique blend of financial expertise and interpersonal finesse, allowing you to interact with colleagues, families, and students.

The College is governed by a Board of Directors and is associated with Christian Education National.

THE ROLE

The overall functions of the Senior Finance Officer is to support the financial processing of debtors for the College and specifically process and manage all billing of tuition fees and excursions, receipt payments received, process weekly direct debits and to ensure the timely collection of outstanding accounts in order to optimise cash flow, minimise risk and reduce outstanding accounts to an acceptable level.

The primary purpose is to provide financial, administrative, and clerical services in order to ensure effective, efficient and accurate financial and administrative operations. The Senior Finance Officer must comply with established policies and procedures. This role also provides administrative support and insight to the Office Manager, Executive Assistants, and the Business Manager.

This position is full time position over the full year with 4 weeks annual leave.

Responsibilities:

- Prepare annual tuition billing in January
- Email monthly account statements to parents
- Monthly Debtors rollover
- Enter receipts and journal entries
- Reconcile debtors to the general ledger
- Set up, calculate and monitor direct debit payments
- Process weekly direct debit payments
- Receipt BPAY payments
- Daily bank reconciliation of all bank accounts
- Assist front office staff with receipting when required
- Prepare monthly debtors reconciliation reports and prepare spreadsheet with notes as to progress of payments
- Monitor debtors and respond to debtor queries on a timely basis
- Update comments database with all discussions with parents in regards to payment of fees
- Report to the Business Manager any debtors who require further action for debt collection
- Pursue outstanding accounts and liaise with Debt Collection agency
- Recommend accounts for write off to Business Manager
- Liaise with families in need of financial assistance
- Send out and process annual Fee Relief Applications for review by the Finance Committee
- Manage fee relief, scholarship applications and private sponsorships with families in financial need
- Assist families seeking financial assistance and arrange payment plans for tuition fee accounts in consultation with the Business Manager
- Oversee OOSH and Preschool Accounts and prepare weekly reconciliation of debtors
- Prepare monthly staff rebate forms for OOSH
- Understand the billing process of OOSH and preschool fees and reconciliation of Child Care Subsidies and government fee relief
- Provide Tuition Fee Estimates and establish payment plans for enrolling families
- Annual Debtor budget preparation, reviews and forecasts
- Process billing of all excursions and follow up payments
- Monitoring and collection of all accounts receivable
- Calculate staff discounts on tuition fees and include these in annual billing
- Advise the Payroll Officer of staff deductions for tuition fees
- Process Departure Forms including ensuring all fees are paid before departure
- Process refunds of holding deposits to departing families
- Assist the Business Manager with various reporting duties as required including annual financial audit.
- Ensure strong systems of internal control and segregation of duties where possible
- Report to Business Manager and Finance Committee

Selection Criteria:

- An active Christian faith in line with the College's Statement of Faith, and current involvement in a church community
- Highest commitment to privacy and confidentiality
- Personal time management skills and sound judgement to refer non-routine issues to Business Manager and report adverse outcomes
- Communication effectively at all levels within the organisation and externally with relevant stakeholders
- Commitment to ongoing professional development
- Have the legal right to work in Australia
- Have a valid Working with Children Check (NSW)

To Apply:

To apply for this position, please submit the application form.

Applications should be addressed to the College's HR Officer, Melissa Hubbard and emailed to m.hubbard@wwcc.nsw.edu.au.

Applications for this position will close on Friday 24 November 2023.

This Position Description details the Role and other duties which may be assigned and will reflect the skill and experience level of the individual.

I have read and understood the above Position Description

Signed _____

Dated ____/____/____