

Schedule 1



**KINGSWAY**  
CHRISTIAN COLLEGE

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**POSITION DESCRIPTION**  
**FAMILY ACCOUNTS OFFICER**

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Created:	2020	Authorised: Principal
Reviewed:	May 2021	Authorised: Director of Corporate Services
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**KINGSWAY**  
CHRISTIAN COLLEGE

## POSITION DESCRIPTION

### FAMILY ACCOUNTS OFFICER

#### Section 1. School Identification

Kingsway Christian College, governed by the Kingsway Christian Education Association (KCEA) Inc.

#### Section 2. Mission, Vision and Values

Kingsway Christian College is a co-educational non-denominational Christian day school located in Darch, with approx. 1400 students enrolled in K-12. The College has a friendly professional team of staff, modern facilities and attractive employment conditions.

The College has in place organisational Mission, Vision and Values which reflect the strategic directions of the College governing body, the KCEA Inc.

At Kingsway, we support and nurture our students so they can excel in their education, strive for excellence and develop their individual character. The College campus technology and infrastructure is designed to support creativity and innovation.

The College is committed to providing students with a safe and friendly learning environment, and to this end has in place policies and procedures for the recruitment and screening of staff, suitable to work with children and young people, who meet the selection criteria. Kingsway is an alcohol, illegal drug and tobacco free campus.

Kingsway provides a supportive environment for staff and is committed to staff health and well-being through various initiatives including a Wellness Program, an Employee Assistance Program.

Kingsway Christian College thrives on bringing out the best in its people who go on to influence the world around, for the glory of God.

#### Section 3. The Position

##### Position Title

Family Accounts Officer

##### Section/Department/Learning Area

Finance Department

##### Workload and Tenure

0.8 FTE - 1.0 FTE - weekdays only commencing at 8.00am. Permanent position, subject to the satisfactory completion by the appointee of a three (3) month probationary period, to a standard acceptable to the College.

#### Section 4. Remuneration Terms and Conditions

KCEA Inc. Education Assistant and Non-teaching Staff Enterprise Bargaining Agreement 2014-2017.

#### Section 5. Reporting

Overall responsibility for the College lies with the Principal supported by the Senior Leadership Team comprising the positions of Director of Corporate Services, Dean of Secondary, Dean of Primary, Director of Community Engagement and the Director of Information Technology.

The Director of Corporate Services has overall responsibility for the finances of the College and the College Finance Manager reports to the Director of Corporate Services.

The Family Accounts Officer position reports to the College Finance Manager for the proper performance of all aspects of the Responsibilities and Duties set down within this Position Description.

## Section 6. Responsibilities and Duties

### Overview

The Family Accounts Officer is responsible for the co-ordination of all College invoicing and recovery of amounts owing and is the main contact for families regarding all debt related queries.

### Christian Values

The position requires you to be committed to the Christian vision of the College by:

- Celebrating and enjoying being a Christian and being part of a Christian community;
- Modelling Christian behaviour, practices and beliefs;
- Building cooperative and supportive relationships with staff, students and parents;
- Striving for excellence in performance and participation;
- Always acting in the best interests of the College, the Association and its ethos.

**Specific duties** include, but are not limited to, the following:

- Family Invoicing (including international students)
  - Annual billing, including all preparation
  - Billing of international students each semester
  - Invoice new families and other incidental costs as required
  - Calculating refunds to families
  - Collation and distribution of family invoices and statements
  - Maintain records and payments of Secondary Assistance Scheme
  - Uploading practical help hours from various sources
  - Settlement of accounts of families / students leaving the College
  - Processing of concessions, bursaries & scholarships to family accounts
  - Prepare and process Music Billing and adjustments
- Management of Debtors payments
  - Responsibility for maintaining and assisting families with the direct debit system.
  - Management of payments through payment systems where appropriate
  - Liaise with families regarding dishonoured payments
  - Liaise with families regarding setting up and re-assessment of direct debit agreements as required
  - Requesting / processing refunds for accounts in credit when appropriate
- Maintenance of family financial information in School Management & payment systems
  - Liaison with Enrolments & Admin staff to ensure family information is current
- Responsibility for the debt collection process in a timely and effective manner
  - Communication to families regarding outstanding debt &/or dishonoured direct debits
  - Management of families in all stages of the Debt Collection Process
  - Reporting on different escalation stages to Finance Manager and Director of Corporate Services
  - End of month reporting to the Finance Manager on the College's Debt position
  - Liaison with Debt Collectors
- Providing support to the College Finance Manager as required

## Workplace Health and Safety and Equal Opportunity

- Undertake reasonable care for own health and safety, for the health and safety of others and comply with College Workplace Health and Safety policies and procedures

### Section 7. Selection Criteria

#### Pre-requisites:

1. Working With Children Check clearance.
2. Satisfactory Department of Education Criminal History Clearance no more than 3 months old.
3. Written reference from Church Pastor/Minister.
4. Legally entitled to work in Australia with proof of Australian Birth, Citizenship or residency visa details.
5. Personal faith and commitment to the Lord Jesus Christ including regular church attendance and a lifestyle consistent with the expectations of Christian faith.
6. Supportive of the aims, principles and tenets of Kingsway Christian Education Association Inc. at Kingsway Christian College.

#### Essential:

1. Proven relevant qualifications and/or experience in a similar accounts receivable position.
2. High level communication skills – demonstrate an ability to develop and nurture positive working relations with the College's internal and external customer base, including students, parents, staff and visitors.
3. Computer literate with:
  - i. Advanced knowledge of Microsoft Excel (including manipulation of data and pivot tables).
  - ii. Sound knowledge of Microsoft Word, database systems and other College reporting systems.
4. Possess initiative and be a self-starter able to work with limited supervision, or as an effective part of a team, to achieve completion of tasks to deadlines.
5. Ability to handle sensitive information in a confidential manner.
6. Able to maintain a positive work environment and poise under pressure, while maintaining the accuracy of records and reports.

#### Desirable:

1. Previous experience in a school environment.

### Section 8. Application

**How to apply:** Please submit your application with the following documents to [HR@kcc.wa.edu.au](mailto:HR@kcc.wa.edu.au) :

- Admin & Support Staff Application Form
- Responses to the selection criteria
- A detailed CV
- Letter of reference from your current Pastor.

The application form and further details are available on the College [website](#) or by contacting HR on 9302 8777 or [HR@kcc.wa.edu.au](mailto:HR@kcc.wa.edu.au) .

**Applications Close: 12 noon, Thursday 19 February 2026**

**Peter Burton  
Principal**