

FINANCE ASSISTANT

YOUR TITLE	Finance Assistant	WHO YOU REPORT TO	Finance Manager
YOUR TEAM	Finance Department	WHO REPORTS TO YOU	NA

At SEDA College WA, we help young people get the most out of life by walking side by side with them, every step of their journey. We believe that happy and healthy people, are high performing people.

How do you contribute to the bigger picture?	The Finance Assistant is a key individual within the Colleges finance department. This position contributes to the day to day finance function of the College, and is particularly focused on the operations, maintenance and continual improvement of the accounts (payable and receivable) functions.
Our Values	To walk beside our students and be GREAT together: <ul style="list-style-type: none"> • Growth • Resilience • Empathy • Accountability • Teamwork
Work requirements	ESSENTIAL <ul style="list-style-type: none"> • National Police Clearance (or willingness to obtain). • Current and valid Working with Children Check. • Currency of vaccination status for COVID19.
Award	Education Department Ministerial Officers Salaries, Allowances, and Conditions Award Level 2 or 3 pending qualifications and experience
Where and when will you be working?	The College Finance Assistant is based at the Colleges administration office in Wembley and works 8.30am – 4.30pm.
Key relationships	Students, Parents/Carers, Teachers, Heads of Learning Areas, Assistant Principals, College Executive, and all other College staff.
Knowledge, experience and skills	<ul style="list-style-type: none"> • Experience in Accounts Receivable preferred

- Well-developed verbal communication and interpersonal skills, with proven ability to build rapport and interact effectively with a broad range of people at all levels
- Strong organisational, planning and time management skills with an ability to prioritise and manage workload, meet deadlines and adapt to changing circumstances
- Strong written communication skills
- Capacity to build and maintain collaborative working relationships with others
- Ability to work independently and contribute effectively as a team member to achieve goals
- Ability to use problem solving skills to identify problems and establish an appropriate solution
- Ability to exercise accountability by taking personal responsibility for achieving tasks
- Focus on delivering high quality work and achieving outcomes
- Proficiency using Microsoft Office Programs
- Experience with Synergetic software preferred but not essential

The standards you need to meet – key activities

Accounts Receivable

The Finance Assistant is responsible for the College's accounts receivable ledger. This includes:

- Create and maintain Student Fee Accounts in Synergetic
- Raise Invoices as required
- Apply payments made to Student Fee Accounts
- Raise Credit Notes for Student Fee Accounts as required
- Prepare and process refunds associated with Student Fee Accounts
- Liaise with parents/carers to set up Payment Plans for Student Fee Accounts
- Generate and send monthly Statements for Student Fee Accounts
- Answer enquiries from, and liaise with, parents/carers in relation to their Student Fee Accounts

- Follow up declined/defaulting payments and collect overdue Student Fees
- Liaise with SEDA Group Finance in relation to students paying SBAT towards student fees
- Process any fee discounts
- Submit Secondary Assistance Scheme applications and process payment of allowance to parents/carers
- Assist with Enrolment Events including Interviews and Information Sessions
- Process Confirmation Deposits and set up Payment Plans for new students as part of Interview Process
- Liaise with ICT where necessary in relation to on-charging of Notebook Computer repairs
- Manage return of Student Notebook Computers when students exit
- Process General Ledger Journals into Synergetic
- Assist with any other General Finance enquiries as required

General Administration

The Finance Assistant collaborates with other members of the Business and Operations Services team and contributes to the successful operations of the office. This includes:

- Administration responsibilities (file and scanning) as required
- Assist with reception duties as required
- Continuously evaluate and improve the quality of the position by showing initiative and foresight to make effective change.

What success looks like:

Success for the Finance Assistant is shared amongst the Finance department, as well as the wider Business and Operations Services team. Specifically, success includes:

- General finance responsibilities completed in an accurate and timely manner
- The College accounts receivable ledger is accurate and current
- College families are communicated with effectively, and with care and empathy

	<ul style="list-style-type: none"> • College collection of fees are accounted for to a minimum of 85% collection rate
Your work, health, and safety responsibilities	<p>Your responsibilities as an employee include:</p> <ul style="list-style-type: none"> • Having a duty of care to ensure the safety, health and welfare of all staff, students, their parents, community members and other persons who are legally present on College premises. • College premises may include places away from the College campuses such as a campsite or where College excursions may take place from time to time. • Ensure understanding and compliance of the College OHS policy. • Create a culture of safety that precipitates the development, maintenance and promotion of a healthy working environment. • Complying with, as far as practicable, all instructions given to you to ensure your own safety and health. • Not misusing or damaging any equipment you use. • Prompt reporting of any hazards or incidents/accidents to your Leader including damaged College property
Code of conduct	<p>You are responsible for ensuring you act within the framework of the College’s Staff Code of Conduct.</p>
Ongoing professional development	<p>Strive to be GREAT by consistently living the College values of <i>Growth, Resilience, Empathy, Accountability and Teamwork</i>. You are required to participate in the College performance development program (myDevelopment) which will assist you and your Leader in mapping professional development to meet your and the College’s goals.</p>

The list of responsibilities herein is not intended to be all-inclusive and may include additional responsibilities as required and assigned. It may become necessary to modify/change these position responsibilities from time to time.