

YOUR TITLE	Finance Officer (Accounts Payable)	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 Officer 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 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"> • Nationally Coordinated Criminal History Check (or willingness to obtain). • Current and valid Working with Children Check (or willingness to obtain) • Current Driver's License
Award	<i>Educational Services (Schools) General Staff Award 2020</i>
Where and when will you be working?	The College Finance Officer is based at the Colleges administration office in Wembley and works full-time (8.30am – 4.30pm) or part-time (as negotiated).
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 Payables essential • 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 Payable

The Finance Officer is responsible for the College's accounts payable ledger. This includes:

- End to end accounts payable processing in a timely and accurate manner
- Respond to supplier account queries and resolve any issues
- Staff reimbursements & ensuring correct authorizations
- Preparing EFT payment runs
- Monthly reconciliation for corporate Credit Card holders
- Ensuring compliance with policies and procedures
- Process General Ledger Journals into Synergetic
- Assist with any other General Finance enquiries as required

General Administration

The Finance Officer collaborates with other members of the Business 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

	<ul style="list-style-type: none"> Continuously evaluate and improve the quality of the position by showing initiative and foresight to make effective change.
What success looks like:	<p>Success for the Finance Officer is shared amongst the Finance department, as well as the wider Business Services team. Specifically, success includes:</p> <ul style="list-style-type: none"> General finance responsibilities completed in an accurate and timely manner The College accounts payable ledger is accurate and current College families are communicated with effectively, and with care and empathy
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.