



## POSITION DESCRIPTION - PAYROLL AND FINANCE OFFICER

Helena College is a non-religious, independent, co-educational school catering for students from Kindergarten to Year 12 in the Perth Hills, just 25 kms from Perth City.

Across two campuses in Darlington and Glen Forrest, we provide a balanced education, developing the whole child through the inquiry-led learning programme, in the primary and middle school years, and prepare students for ATAR and general pathways in Years 10 to 12.

We believe educating students extends beyond the classroom. We provide a holistic learning program which includes Outdoor Education, camps, sports, arts, clubs and community projects, for students to develop the key cognitive, social and emotional skills they need to flourish and be active members of our broader community.

Working at Helena College means you become part of a collaborative community with a commitment to core values and close working relationships between students, staff and families. We also have a demonstrated commitment to teacher and staff professional development.

### Role Description

<b>Status</b>	Ongoing part-time position (0.80 FTE – 30 hours per week) worked over 39 weeks per year with 4 weeks annual leave taken during non-term periods
<b>Employment Conditions</b>	In accordance with: Educational Services (General) Award 2020 Helena College Council (Inc) Collective Agreement 2022 as varied and replaced from time to time
<b>Salary Rate</b>	Level 4 Administrative Officer classification under the Agreement
<b>Effective Date</b>	To be determined
<b>Reporting to</b>	Accountant
<b>Direct Reports</b>	Nil

The Payroll & Finance Officer, under the direction of the Accountant, provides transactional payroll and finance support services to the College.

The role is responsible for day-to-day finance administration functions including accounts payable and receivable, payroll processing support, banking, receipting, reconciliations and general finance administration.



The Payroll & Finance Officer supports the accurate processing of payroll and finance transactions and assists with maintaining financial records, reconciliation processes and administrative compliance requirements.

The role works collaboratively with the Accountant and Business Manager to support the efficient operation of the College finance function.

The position will be up to 30 hours per week worked across school operational hours during term time and designated non-term working periods.

## Duties and responsibilities

### Key Responsibilities

#### Financial Administration

- Cash and EFTPOS receipts accurately coded in accounting software
- Process direct debits and payment schedules as required
- Accounts payable processing including:
  - matching purchase orders to invoices
  - verifying invoice accuracy
  - obtaining approvals
  - reconciling supplier statements
- Allocate and process invoices in accounting software
- Prepare creditor payment batches for approval
- Process debtor invoices and assist with follow up of outstanding accounts
- Prepare banking as required
- Process bank reconciliations
- Assist with reconciliation preparation and supporting documentation
- Assist with maintaining accurate financial records and filing systems
- Process canteen accounts and related reconciliations as required
- Assist with School Card processing and related administration

#### Payroll Administration

- Assist with fortnightly payroll processing
- Maintain payroll and leave records
- Assist with payroll reconciliations and reporting
- Assist with processing superannuation payments and related administration
- Prepare payroll documentation and supporting records
- Assist with end-of-year payroll processing requirements
- Maintain confidentiality and accuracy of payroll information

#### Operational Support

- Respond to routine finance and payroll enquiries from staff, families and suppliers
  - Assist with procurement administration processes
  - Assist with audit preparation and document collation
  - Support finance system administration and record maintenance
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- Assist with maintaining finance procedures and documentation
- Provide general administrative support to the finance function as required

## General Responsibilities

### Staff are required to:

- Promote the College Vision, Mission and Values
- Provide exemplary professional behaviour
- Develop and maintain positive working relationships with staff, students and families
- Maintain confidentiality in relation to payroll, finance and staff information
- Comply with the College's Health & Safety policies and procedures
- Attend and participate in meetings and professional learning as required
- Work collaboratively as part of the College administration team

## Safeguarding Children and Young People

Helena College takes child protection seriously, and as an employee of the College, you are required to meet the behaviour standards outlined in our Child Safe Programme and the Staff Code of Conduct, as updated from time to time.

Therefore, as part of your duties and responsibilities, you are also required to:

- Provide a welcoming and safe environment for children and young people
- Promote the safety and wellbeing of children and young people to whom we provide services
- Ensure that your interactions with children and young people are positive and safe
- Provide adequate care and supervision of children and young people in your charge
- Act as a positive role model for children and young people
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- Maintain a valid Working with Children Check
- Report to management any criminal charges or convictions received during the course of employment that may indicate a possible risk to children and young people
- Participate in professional learning covering the Staff Code of Conduct and College policies and procedures

## Selection Criteria

### Essential

- Demonstrated experience in finance administration, accounts payable, accounts receivable and payroll processing
  - Experience processing payroll and maintaining payroll records
  - Experience using accounting and payroll software systems
  - Strong attention to detail and accuracy in data entry and reconciliations
  - Well-developed organisational and time management skills
  - Ability to manage competing priorities and meet deadlines
  - Strong written and verbal communication skills
  - Ability to maintain confidentiality and handle sensitive information appropriately
  - Intermediate to advanced skills in Microsoft Excel and office software
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- Commitment to child safety and professional conduct
- Current Working with Children Check and National Police Clearance

## **Desirable**

- Experience working in a school or education environment
- Experience using TASS or similar school administration systems
- Experience with payroll compliance administration including superannuation and leave processing
- Experience working in Apple operating environments
- Qualification in Business Administration, Finance or related discipline

## **Helena College**

### **The College**

- Is an equal opportunity employer
- Complies with the requirements of the Privacy Act
- Has a strong commitment to WHS
- Will not tolerate harassment of any kind
- Has a no smoking policy
- Expects a high standard of dress
- Requires all staff to act in accordance with school policies and the Staff Code of Conduct.