

## **JOB DESCRIPTION**

<b>Position:</b>	Finance Officer (focus on Accounts Payable)
<b>Appointed by:</b>	The Principal
<b>Report Directly to:</b>	The Business Manager
<b>Effective Date:</b>	ASAP
<b>Status:</b>	Permanent/Full-time (or part-time by negotiation)
<b>Hours:</b>	38 Hours per week

### **Overview:**

The Illawarra Grammar School is a co-educational Anglican School located in the Illawarra, catering for students in Preparatory to Year 12.

The School is earning a reputation for achieving excellent educational outcomes for its students. This is a reputation that our learning community is determined to enhance.

The TIGS Statement of Mission and Values captures the School's fundamental commitment to quality teaching and learning that:

- has rigorous student learning as its core business;
- is built around the pursuit of academic excellence; and
- cultivates an aspirational ethos that pursues the achievement of outstanding learning outcomes.

The School's Mission Statement reads:

"The achievement of academic excellence in a caring environment that is founded on Christian belief and behaviour, so that students are equipped to act with wisdom, compassion and justice as faithful stewards of our world."

A demonstrated commitment to, and support of, the School's Mission and Values Statement are essential.

**Function:**

Reporting to the Business Manager, the Finance Officer is responsible for the administration of procurement, purchasing and payment of expenses for goods/services at the School. The position works closely with other Finance and Administration staff to support operational needs. Duties include data entry, filing, reconciling and reporting to ensure the smooth running of Accounts Payable. Additionally, assisting the Finance Department where necessary.

The position requires a person with excellent interpersonal skills, the ability to work in a small team and who enjoys taking initiative. The Finance Officer should be confident in dealing with staff, students and external suppliers as well as the School's computer software packages. The Officer must conduct themselves in a professional manner at all times with the School community and general public, supporting the School's Mission and Values.

**Duties**

As a member of the Finance team, the Finance Officer will:

- Coordinate all Accounts Payable documentation and administration
- Manage incoming/outgoing correspondence regarding payments on invoices and credits
- Manage weekly/monthly scheduled EFT/cheque payment runs and determine cashflow needs
- Reconcile creditor statements
- Review financial information for accuracy and relevance. Ensure compliance of payment terms, authorisation levels and supplier engagement processes (e.g. Insurance)
- Manage school travel bookings, including quotes, payments and credits
- Assist in bank reconciliation functions
- Assist in the income billing and payment collection for all students
- Manage and monitor Petty Cash and Credit Card functions
- Ensure compliance with relevant State and Federal tax legislation (GST, FBT etc.)
- Develop best practice systems and processes to ensure efficient and functional workflows
- Reconcile and manage various accounts to ensure accounting coding and fiscal accuracy
- Assist in other Finance, Payroll and Accounts Receivable functions when needed
- Maintain confidentiality when handling of sensitive information. Information should only be discussed with relevant stakeholders, Business Manager and the Principal
- Answer promptly all employee and supplier queries and provide advice and support to staff regarding payment issues
- Assist in developing and implementing policies and procedures
- Other administration duties, as directed by the Business Manager, including relief of Finance & Administration staff, as needed.

**Ability to:**

- Engage effectively with parents, students, staff and the School's external community in a professional manner
- Establish and maintain cooperative and effective working relationships with others
- Work effectively in a team as well as independently
- Plan, prioritise and organise work to meet schedules and time lines
- Show a demonstrated commitment to the Mission and Values of the School (Academic, Christian and Caring).

**Selection Criteria****Essential:**

- Minimum of 2 years experience in multiple facets of finance, business and/or Accounts Payable administration
- Secretarial and administrative experience
- Effective communications skills, both oral and written, with the ability to communicate at all levels within the School and the School community
- The ability to plan and organise work to meet schedules and time lines
- Demonstrated ability to work effectively as a team member
- Demonstrated skills/experience in using a broad range of MS Office software including Outlook, Word, Excel and report writing skills
- Commitment to the Mission and Values of the School (Academic, Christian and Caring)
- Working With Children Clearance.

**Desirable:**

- Experience using Alii (Payment System), Reckon Accounts Hosted software and Access MicrOpay payroll software
- Previous experience working in an education environment
- Knowledge and understanding of Awards/Agreements and other employee relations legislation.

**Working Conditions:**

- This position may necessitate some out-of-hours work on weekends and evenings
- Employment will be subject to the provisions of the Independent Schools NSW (Professional and Operational Staff) Cooperative Multi-Enterprise Agreement 2025.

All staff at Illawarra Grammar need to contribute to the Christian ministry of the School, be loyal to the Principal, and be publicly supportive of her decisions.

**Dr Julie Greenhalgh**

**Principal**

January 2026