

Name	
Position Title	Finance Officer
Reports to	Principal
Award Classification	Education Services (Schools) Award 2020, Level 4
Hours	22.5 hours per week, 3 days per week

About our School

Julia Gillard Community College (JGCC) is an Independent School (Special Assistance Senior Secondary School) which was founded in 2024. We deliver flexible education and learning options, including the Victorian Pathway Certificate (VPC) and VCE Vocational Major (VCE VM), for students aged 15-19 years. We provide a safe and inclusive learning environment for young people who may have disengaged, or are at risk of disengaging, from mainstream education. Our vision is to improve lives and strengthen the capacity of young people to reach their full potential for success in life.

Position Objectives

The Finance Officer works closely with the Principal to attend to matters relating to the financial administration of the School including accounts payables and accounts receivables.

Key responsibilities

Finance Administration

- Create invoices
- Prepare Purchase Orders
- Reconcile all receipt records with cash, cheques and electronic records and do the banking on weekly basis
- Arrange timely payments for all accounts payable, and send remittances
- Record all daily bank credits and/or debits from bank statements on MYOB
- Record all credit card purchases on MYOB
- Record petty cash reimbursements on MYOB
- To file finance paperwork as required
- To archive finance paperwork yearly or when required.
- Monthly Bank Reconciliations
- Monthly Balance sheet reconciliation
- Manage the use of Petty Cash, balancing and arranging reimbursements as required
- Maintain a register of CSEF receipts and payments
- Maintain Chart of Accounts
- Liaise with Wyndham CEC finance department as required

Asset Register

- Maintain current JGCC asset register
- Ensure all new equipment is recorded on the JGCC asset register
- Ensure all JGCC equipment has an asset identification number label

Position Description

Other requirements

- To take on other duties consistent with the position as directed by the Principal
- Maintain knowledge of JGCC HR and Finance policies
- Attend PD relevant to the position

Selection Criteria

- Independently managing time, prioritising and planning work to meet set timelines in an environment of competing priorities.
- Understanding of and commitment to working in a community organisation or relevant environment with an ability to relate to a wide range of people.
- Good written and communication skills.
- Effectively communicating with a management team.
- Working within a team oriented environment.
- Effectively using a student management system, relevant computer programs and learning new systems as implemented.

Essential Requirements

- Qualification in bookkeeping or accounting or relevant experience
- MYOB experience
- Current Employee Working with Children Check
- Police Check at point of employment
- Victorian Driver's licence
- Working in a school environment

Desirable

- HR/IR qualification or experience
- Experience using a student management system – Compass

Important notes

Maintain confidentiality of clients, staff & office operations and support staff & students with any identified needs.

Promote the purposes of JGCC and Wyndham CEC as stated in its Constitution and Mission and Vision statements.

All staff should have a basic understanding of Occupational Health and Safety requirements and must ensure that their work practices reflect this.

Wyndham CEC has a commitment to child safety and zero tolerance of child abuse.

All staff must have a strong understanding of and comply with the new child safe standards that were introduced in Victoria in 2022.

Have a strong understanding of child safe standards, MARAM and family violence reforms.

Position Description