

# Position Description

Title: Accounts Payable Officer



This Position Reports to: Financial Controller

Department: Finance Office

Date: January 2022

## **PREAMBLE**

As you join the staff of The Southport School, it is crucial that you understand the underpinning philosophy and aims of this school, its routines and administration, and more importantly, that you actively support the implementation of these matters. The School Prayer gives a clear understanding of the School Aims.

*Make us a truly Christian Community where education embraces the whole of life. With the school may we find acceptance, healing and growth through faith in Christ and in turn service to others.*

We expect you to support the philosophy and aims.

## **PURPOSE OF THIS DOCUMENT**

To provide the team member with a list of the duties of the job, together with the framework against which your performance on the job will be assessed.

If you do not possess the skills needed to perform your duties, the Headmaster will be responsible for the provision of further training, supervision and instruction to ensure your level of performance improves.

As part of the team you will be expected to know the policies and procedures that govern some of the tasks you will be performing.

## **DUTIES AND RESPONSIBILITIES FOR THE POSITION**

This part of the document outlines the responsibilities required to competently perform the duties of the position. Of course, you will also be required to perform any other duties that your School Executive Management may direct you to perform and which could reasonably be considered relevant to the position.

### **DUTIES PERTAINING TO THE SOUTHPORT SCHOOL**

Goals: To ensure all school policies and procedures are complied with by:

- Complying with legal obligations of an education establishment.
  - Compliance with the Student Protection Policy and Procedures
  - Complying with established industrial relations practices and requirements.
  - Delivering a high quality of service.
  - Identifying and assessing the needs and expectations of others.
  - Encouraging the achievement of individual educational excellence with students.
  - Ensuring the high standards expected of students in dress, manner and behaviour are adhered to.
  - Ensuring that the well-being of all students in the program is closely monitored, and any concerns are reported to the appropriate support and leadership staff.
  - Understanding that at no time does any worker have the authority to reprimand any student or any co-worker, but to take responsibility to report any issue to the Dean of Students or any member of the School's senior management panel.
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## **STUDENT PROTECTION IN ANGLICAN SCHOOLS**

Anglican schools support the rights of children and young people and are committed to ensure the safety, welfare, and wellbeing of students. Anglican schools are therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person including that of employees.

The Anglican school commitment includes the provision of a safe and supportive living and learning environment for all students and requires all employees, volunteers and visitors to model and encourage behaviour that upholds the dignity and protection of students from harm.

In support of this commitment, The Southport School is dedicated to our Child and Youth Risk Management strategy, which includes having relevant policies, procedures, and training in place to effectively address the safety and wellbeing of students in our care.

## **GENERAL DUTIES AND RESPONSIBILITIES**

### **KRA: CREDITORS**

Goals: To ensure creditors are paid in a timely manner and TASS is kept up to date by:

- Manage and maintain the creditor database in TASS and EFTsure.
- Assisting staff with invoice and requisition approval processes.
- Entering invoices into TASS once approved by Head of Department on a daily basis.
- Generating weekly EFT and Cheque payments for the School and Foundation
- Ensuring all purchase orders are matched and accurate
- Answering all creditor calls and queries
- Ensuring all invoices submitted meet internal protocols and procedures before entering for payment
- Monitoring use of ABN/Hobby Declarations, including required paperwork
- Reconciling and maintaining paperwork for school purchasing cards and online portal

### **KRA: CASH RECEIPTS AND BANKING**

Goal: To ensure all cash requirements of all the school are met by:

- Preparing weekly cash banking including recording in TASS.
- Attending to NAB Transact and EFTPOS/credit card transactions using electronic terminal.
- Entering NAB Transact and EFTPOS/credit card receipts into TASS on a daily basis. Reports are generated, checked and filed.
- Answering general payment queries from parents and staff as required
- Issuing petty cash to staff as required

### **KRA: TOUR MANAGEMENT**

Goals: To reconcile tour income and expenditure and refund as required

- Create and manage tours in Teacher Kiosk as requested
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- Reconcile and balance tours in the general ledger once finalised
- Process refunds back to parents as required

### **KRA: ASSET REGISTER**

Goals: To compile the School's asset register on monthly basis by:

- Input new assets on a monthly basis into TASS
- Determine which projects are a work in progress and record accordingly
- Determine asset categories and depreciation rates
- Undertake stocktakes when required
- Maintain accuracy of Asset Register

### **KRA: FRAUD MONITORING**

Goals: Monitoring expenditure for signs of potential fraud or theft and report to Financial Controller and CFO as appropriate.

### **KRA: PAYROLL/ACCOUNTS ASSISTANT COVER**

Goals: To provide cover for the Payroll/Accounts Assistant role during times of absence or high workload by:

- Processing fortnight payroll
- Daily bank reconciliations
- Monthly reconciliation of relevant general ledger accounts
- Other tasks as directed by the Financial Controller

### **KRA: WORKPLACE HEALTH AND SAFETY**

Goals: To ensure a safe and healthy work environment is provided for students, employees and visitors to The Southport School and that all areas in the control of the Facilities Manager are in compliance with the current legislation by:

- Complying with the Work Health and Safety Legislation and Regulations.
  - Complying with The Southport School Workplace Health and Safety Policy
  - Implementing documented basic safety practices.
  - Implementing documented basic security practices.
  - Implementing hygienic practices through adherence to policy and procedures.
  - Preventing hygiene risks and problems through adherence to policy and procedures.
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## **KRA: SELF MANAGEMENT**

Goals: To demonstrate the very highest level of personal insight, initiative and maturity in all that is done and to display a sense of flexibility and willingness to work as an integral member of the team.

## **KRA: EMPLOYEE RELATIONS**

Goals: To display positive interpersonal skills needed for the delivery of quality service, with a particular emphasis on communication and teamwork by:

- Communicating effectively one on one in the workplace.
- Communicating effectively in the workplace.
- Participating effectively as a member of a team.
- Presenting a positive image of the School.
- Providing confidential employee and client relations for counselling and any grievance procedure that may take place.
- Presenting a professional and dynamic image to employees, clients and visitors to The Southport School at all times.
- Initiating and driving the business forward by directly representing the School's ethos and motto.

## **SKILLS AND EXPERIENCE:**

- Advanced skills in the use of Microsoft products including Excel, Word, PowerPoint.
  - Strong time management and prioritisation skills – the ability to multi-task, meet deadlines, and work within agreed timeframes
  - Professional and well-rounded written and verbal communication skills
  - Demonstrated problem-solving abilities, and the ability to adapt to meet the operational needs of the different departments as and when required
  - The ability to work within and for a number of teams, and in support of senior staff members – to work independently and efficiently
  - The ability to develop strong collaborative relationships with all stakeholders and provide support and assistance with general queries
  - Relevant qualifications to meet the requirements of the position.
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