

## POSITION DESCRIPTION

<b>POSITION:</b>	Accounts Officer
<b>KEY RELATIONSHIPS:</b>	This position reports to the Finance Manager. All positions at the School ultimately report to the Principal.
<b>POSITION STATUS:</b>	Part-time, ongoing position (inclusive of 4 weeks' Annual Leave pa) (Flexibility available on spread of days throughout the week, however, must include Mondays & Fridays)
<b>PRIMARY FOCUS:</b>	The position of Accounts Officer is a member of the Finance team within the Business Office and has the primary responsibility for accounts receipting and the General Ledger interface functions of the School, including billing and commercial debtors. The successful applicant will have a solid understanding of business accounting processes and systems.
<b>DOCUMENT DATE:</b>	November 2023

### CAMBERWELL GIRLS GRAMMAR SCHOOL – A Community Dedicated to Learning, Action and Service

#### ***Our Vision***

A leader and innovator in education, dedicated to fostering a passion for learning and building a more just and sustainable world.

#### ***Our Mission***

A Christian school in the Anglican tradition, inspiring students in their love of learning and nurturing compassionate leaders with global mindsets.

#### ***Our Values***

We welcome students of all faiths and cultures, educating them to see wisdom through intellectual inquiry, service learning and spiritual growth, honouring the values of integrity, commitment, respect, hope and courage.

#### ***Our Key Areas of Focus***

- Learning Designed for All
- Our Community
- Our Expert Workforce

#### ***Our Motto***

'Utilis in Ministerium' (Useful in Service)

### COMMITMENT TO CHILD SAFETY

Camberwell Girls Grammar School (CGGS) is a child safe organisation which welcomes all children, young people, their families and their participation. We are committed to providing culturally inclusive environments where all our students are safe and feel safe and have confidence their voice is heard. We promote positive interactions between students and adults, and between students and their peers based on mutual trust and respect.

Child safety is a shared responsibility. Everyone engaged or employed by CGGS has a role to play in promoting child safety. All are aware of their responsibility to promptly raise issues or concerns about a child's safety or wellbeing. We have zero tolerance for child abuse and we take proactive steps to identify children who may be at risk or experiencing vulnerability to mitigate harm or distress.

Particular attention is given to the safety needs of Aboriginal or Torres Strait Islander students, those from culturally and linguistically diverse backgrounds, students with disabilities, international students, those unable to live at home and children and young people who identify as LGBTQIA+.

We regularly seek input from students, parents, carers, staff and volunteers in our child safe practices and communicate our policies and ongoing strategies following each systematic review

### STAFF OBLIGATION TO CHILD SAFETY

All staff at Camberwell Girls Grammar School (CGGS) take an active role, and are well informed of their obligations, in relation to Child Safety Ministerial Order No 1359 – “Child Safe Standards – Managing the Risk of Child Abuse in Schools and School Boarding Premises”. The CGGS Child Safety Commitment is incorporated into the school’s employment cycle from recruitment and reference checking to induction, probationary and 12 monthly performance reviews and regular Professional Learning. Employment at CGGS is subject to school policies including the Child Safety and Wellbeing Policy, Community Code of Conduct (includes Child Safety), Child Safety Mandatory Response and Reporting Policy being read, understood and adhered to.

### CHILD SAFETY EXPECTATIONS FOR STAFF

All staff at CGGS must ensure that at all times their students have a child safe learning environment. Every interaction that a staff member has with a student must be conducted with child safe standards in mind and with an understanding of the CGGS child safe policies and procedures. This relates to all student interactions onsite, offsite or online, and in all programs including excursions, events, camps and parent involvement activities.

### THE ROLE

The Accounts Officer is responsible for overseeing Accounts and General Ledger functions, including daily bank reconciliation, fund receipting, account reconciliations, and preparation of budget reports. Additionally, this role undertakes Accounts Receivable tasks for the School, ensuring timely billing of tuition fees and management of the debt collection process.

### KEY INTERNAL CONNECTIONS

#### Reporting directly to

- Finance Manager

#### Associated Relationships

- Finance Team
- Chief Financial and Operating Officer
- Deputy Principal
- Heads of School (Junior, Middle & Senior)
- Heads of Department
- IT Department
- Community Engagement
- CGGS Staff

### KEY DUTIES & RESPONSIBILITIES

#### 1. Accounts / General Ledger

- Preparation of daily bank reconciliation.
- Receipting of funds.
- Preparation of account reconciliations as required.
- Perform General Ledger entries and journals as required.
- General Ledger analysis.
- Prepare monthly budget reports for Heads of Department.
- Maintain and administer Petty Cash.
- Ad-hoc reporting as required



## 2. Accounts Receivable

- Ensure billing of all school tuition accounts is completed within agreed timelines.
- Administer routine debt collection process and automate, where possible.
- Ensure commercial debtors billing is completed promptly following agreed terms.
- Contract administration of commercial debtors.
- Follow up all outstanding debtor payments.
- Follow escalation process, where required.

## 3. Database Maintenance

- Ongoing maintenance of debtor records, including updating records e.g. Contact details, address, bank details.
- Conduct analysis of debtor database and provide summary to Finance Manager.
- Management of debtor accounts diary with relevant notes, emails, letters and telephone correspondence

## 4. Other duties as appropriate to the position

- Undertake ad-hoc projects, and other appropriate duties as directed by the Business Office, including Second Hand Uniform Shop and Parents & Friends Association (PFA) reconciliations.
- Assist other Business Office and Professional Services staff, as required e.g. Counting of money, end of month processes
- Attend staff meetings as scheduled each term
- Participate in the School review process annually in order to continuously improve knowledge and practice
- All other duties and responsibilities as set out in the CGGS Staff Handbook

## 5. Health & Safety

All staff are expected to:

- Adhere to and implement all safe work practices and procedures in accordance with the CGGS Occupational Health & Safety policy, Workplace Health & Safety policy and Manual Handling policy
- Work safely and report any hazards in accordance with school procedures
- Monitor and take full care of the health and safety of others within area of responsibility
- Participate when required in the resolution of safety issues

## KEY PERSONAL ATTRIBUTES

- Ability to work independently, as well as working collaboratively in a team
- Ability to develop, build and nurture relationships
- Demonstrated initiative
- Self-motivated and the ability to motivate others
- Extremely high standard of personal ethics and good character
- The ability to be discreet and maintain confidentiality
- High level interpersonal skills and well-developed communication skills
- Accessible and approachable for both staff and students
- Commitment to achieving best practice
- Positive and flexible attitude



### KEY SKILLS & KNOWLEDGE

- Knowledge of Australian Accounting Standards
- High level computer competency
- Advanced MS Office Suite skills
- Database experience
- Excellent customer service skills
- Service ethos
- Experience and confidence in dealing with difficult and sensitive issues
- Ability to interpret the degree of intervention required in individual cases
- Commitment to School policies, procedures and codes of conduct

### QUALIFICATIONS

**Essential Criteria:** Accounting qualification preferred  
Current Working with Children Check  
Current National Criminal History Police Check

**Desirable Criteria:** First Aid qualification (Level 2)  
Anaphylaxis Awareness qualification in line with Ministerial Order No. 706  
Experience in a School environment

### PROFESSIONAL EXPECTATIONS

- Demonstrate commitment to Ministerial Order No. 1359 – Implementing the Child Safe Standards, and CGGS Code of Conduct
- Be responsive and maintain respectful communications and collaborative relationships with the CGGS community
- Model exemplary ethical behaviour and exercise informed judgments in all professional dealings
- Meet expectations as set out in the CGGS Staff Handbook
- Adhere to and implement all safe work practices and procedures in accordance with the CGGS Occupational Health & Safety policy, Workplace Health & Safety policy and Manual Handling policy
- Work safely and report any hazards in accordance with school procedures
- Participate in OHS training as required

### WHY WORK AT CAMBERWELL GIRLS GRAMMAR SCHOOL?

Camberwell Girls offers opportunities for every student to be the creator of high-quality work, in an environment focused firmly on the future. Through academic excellence, we pride ourselves on being innovative as well as providing the following benefits to all staff:

- Staff wellbeing focus and fun social activities
- Salaries and packages above Award-level
- Active Professional Learning & Development programs
- Paid Discretionary Leave
- Additional paid Personal/carer's Leave
- Employee Assistance Program available for all staff and their immediate household members

*N.B. This position description is not intended to represent the entirety of the position nor is it intended to be all-inclusive. CGGS reserves the right to modify this position description in consultation with the incumbent from time to time depending on the operational needs and requirements of the School.*