



# Position Description

## Finance Administration Officer

**OMNIA SUPERAT DILIGENTIA**

DILIGENCE OVERCOMES ALL

OUR SCHOOL MOTTO SINCE 1892

Ipswich Girls' Grammar School including Ipswich Junior Grammar School offers high quality, non-denominational education for girls only from Years 7 to 12, with boarding available from Year 5, and coeducation from Kindergarten to Year 6. We pride ourselves on providing a personalised, holistic education with a focus on academic excellence.

### *Our Vision*

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Ipswich Girls' Grammar School inspires girls to become confident, well-educated young women. Ipswich Junior Grammar School nurtures young learners to become future leaders.

### *Our Mission*

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Shaped by our proud history and traditions and focused on academic excellence, our school aims to provide a personalised, holistic education by expert staff in engaging learning environments.

### *Our Aspiration*

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By 2022, our school aims to be an outstanding\* school known for its holistic education and students' excellent academic outcomes with an enrolment in excess of 1000 students from Early Learning to Year 12.

(\*Outstanding - as defined by the National School Improvement Tool)

### *Our Values*

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- **Diligence** - Staying focused until the job is done.
- **Excellence** - Striving to achieve the highest standards possible.
- **Respect** - Acknowledging the worth of every person and what matters to each one.
- **Integrity** - Constantly demonstrating high moral and ethical standards.
- **Care** - Attending with kindness, compassion and sensitivity to the needs of others.

### *Location*

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Address:	82 Chermside Road EAST IPSWICH QLD 4305
Telephone:	+61 7 3454 4447
Facsimile:	+61 7 3454 4480
Email:	<a href="mailto:principal@iggs.qld.edu.au">principal@iggs.qld.edu.au</a>
Website:	<a href="http://www.iggs.qld.edu.au">http://www.iggs.qld.edu.au</a>

THE ROLE	
Position Title:	Finance Administration Officer
Incumbent:	Vacant
Department:	Finance
Reports to:	Finance Manager
Classification:	Ipswich Girls' Grammar School Including Ipswich Junior Grammar School Enterprise Agreement 2021
Hours:	Part-time (school hours)

### *Your Opportunity*

The Finance Administration Officer will provide a range of financial and administrative support services to support the Finance team to deliver department strategic and governance outcomes in a timely, efficient, and professional manner.

As the Finance Administration Officer, you will:

- Maintain the standard of excellence required by the School's reputation and uphold the philosophy of the School
- Promote the interests of Ipswich Girls' Grammar School including Ipswich Junior Grammar School in the school and wider communities
- Attend staff development and training programs when and if appropriate
- Comply with work health and safety responsibilities detailed in the safety management system and comply with the School's Staff Code of Conduct.

### *Typical Duties/Skills*

- Provide administrative support to the CFO and support the operations of the finance department
- Undertake standard bookkeeping tasks in line with skills and experience and the requirements of the role
- Develop, streamline and support operational and administrative efficiencies
- Ensure deadlines and targets are met

### *Your Role*

The accountabilities of the Finance Administration Officer include, but is not limited to, the following:

#### **Financial Operations**

- Support income invoicing, receipting and accounts receivable reconciliation process
- Attend to all ATSI student funding requirements in a timely manner
- Regularly prepare bank reconciliations on all bank accounts

#### **Financial Reporting**

- Collation of all information required for Bursary applications. Provide summary to CFO for Board consideration
- Support external audit for all Accounts Receivable, Discounts and Cash related requests

#### **Finance and Operational Support**

- Provide retail and administrative assistance in Uniform Shops, when required
- Perform daily finance administration tasks that support the finance team and CFO
- Perform finance administration tasks that support the Board of Trustees, as required
- Provide administration assistance of WH&S process, as directed by the Finance Manager
- Other duties as directed by the Finance Manager and/or CFO

## *Occupational Health and Safety*

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All staff members employed at the School will be required to:

- Demonstrate in daily activities a commitment to health and safety in the workplace by always performing tasks in the safest possible manner - safe for the individual, co-worker and students
- Always ensure that you work in compliance with all laws, acts, regulations and policies outlined in all policies, manuals and handbooks, as updated from time to time
- Report all hazards and incidents that the individual is party to, or observes, in the correct manner
- When required or directed by the School, participate in any health and safety training.

## *Competency Required*

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- Demonstrated previous experience (ideally 1+ years) in a similar role supporting a finance / administration department or business unit.
- Well-developed oral and written communication skills with sound listening skills.
- Sound level of time management skills and the ability to manage competing priorities in a fast-paced environment.
- Problem solving skills and the ability to formulate solutions for unexpected situations, as well as anticipating problems that may arise in future.
- Sound to medium level of computer skills, including the ability to operate spreadsheets and word processing programs (Microsoft Office Suite) at a proficient level.
- Ability to support the preparation of reports, proposals, policies, and procedures.
- Demonstrated ability to stay on task with a high level of attention to detail.

## **Personal Attributes**

Ability to:

- Ability to maintain confidentiality and professional rapport with colleagues and the school community.
- Maintain professional appearance and be proactive in the support of the department and the School.
- Possess cultural and political awareness and sensitivity, with the ability to communicate at all levels of the School.
- Maintain high standards of conduct with a demonstrated positive work ethic.
- Being agile and flexible to provide solutions to any last-minute changes, urgent matters, and issues.

## *Formal Qualifications*

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Tertiary qualifications at certificate level or equivalent qualifications in Finance, Commerce, Business Administration or a relevant field or comparable relevant experience at a Finance Officer level.

## *Selection Criteria*

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Within the context of the duties described above, the ideal applicant will be someone who has:

- Demonstrated experience and knowledge working in a finance, administrative or business function with the knowledge of or ability to learn the procedures and practices of a School environment.
- Proven ability to work within the MS Office suite, with demonstrated experience using Excel and financial management software.
- Sound level oral and written communication skills including the ability to communicate at all levels, both internally and externally.
- Demonstrated ability to work under minimal supervision, prioritise tasks and work under pressure.
- Ability to balance conflicting priorities and to work to deadlines.

## *Blue Card*

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Applicants must be the holder of a Working with Children Suitability Card (Blue Card). Blue Card Services have introduced a 'No Card, No Start' policy which means all employees must hold a current, valid paid employee Blue Card prior to commencing work. **You must not sign an application form if you are a disqualified person.** Further information and relevant application forms are available on the Blue Card Services website [www.qld.gov.au/bluecard](http://www.qld.gov.au/bluecard).

## *Authorisation*

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I hereby agree that this Position Description accurately reflects my work requirements.

**Employee**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Director of  
People & Culture**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date