

St Mary's College Seymour

Position Description

Business Assistant (Finance)



Classification	Education Support Level 3 Category C
Award	Catholic Education Multi Employer Agreement (CEMEA) 2022
Tenure	Ongoing
Employment	Full-time (Part-time negotiable)
Reports to	College Accountant

Our College

St Mary's is a Catholic College that has its origins in the vision of Catherine McAuley, the foundress of the Sisters of Mercy. The College is governed by Melbourne Archdiocese Catholic Schools (MACS).

The College has a dedicated staff, visionary College Advisory Council, committed P&F, supportive parents and parish led by Fr Eugene Ashkar. The College motto, 'Protect and Care for Us' values every member of our College community.

A holistic education brings together faith, community, friends and learning. We develop the skills and knowledge that will assist students to become motivated and thoughtful citizens, promoting achievement, wellbeing and engagement.

Our College believes that all things are possible when students understand their God-given gifts and abilities and who never give up on their dreams. Academic success, student wellbeing and faith formation assist students to grow from curious Foundation students into responsible, respectful and capable young adults who understand the importance of giving back to their family, school and wider community.

Our teaching and non-teaching staff, as role models, inspire the students through their enthusiasm and passion for learning. At St Mary's we believe that nurturing a personal relationship with Christ is our greatest responsibility.

Our Vision

A welcoming Catholic community that respects our heritage and looks to a sustainable future. We inspire learning excellence, resilience and service to others.

Mercy Values and Ethos

Compassion:	Responding to vulnerability with care and concern
Justice:	Seeking fair and equitable outcomes for all
Respect:	Treating all whom we meet with joy and kindness
Hospitality:	Offering welcome and comfort
Service:	Dedicated to proclaiming God's love through word and deed
Courage:	Willing to speak up and speak out in response to injustice

Position Overview

The Business Assistant (Finance) is a member of the Business Services and Compliance group within the Finance team and is responsible for day-to-day accounts payable operations, including but not limited to, purchasing, payments, banking and reporting.

The Business Assistant (Finance) is directly responsible to the College Accountant.

The Business Assistant (Finance) collaboratively with staff, students and their families, and the wider community.

This Position Description may be subject to change during the term of appointment as part of a normal process of ongoing evaluation of the College's operations.

Key Duties & Responsibilities

Accounts Payable

Deliver Accounts Payable functions including but not limited to:

- Raising of purchase orders
- Matching of invoices with purchase orders
- Coding and processing of invoices.
- Processing of credit notes.
- Lodgement of payment batches with Shared Services.
- Reconciliation of supplier accounts against statement.
- Raise credit applications with suppliers.
- Prepare and lodge staff reimbursements in accordance with authorised delegations.
- Maintain accurate creditor sub-ledger and lodge changes with Shared Services as required.
- Payment /transfer of staff association payments.

Finance and Purchasing

- Reconcile College bank accounts.
- Monitoring payments of the school credit card, online purchases and ensuring internal controls are adhered to and maintained in accordance with Financial and Administrative Procedural requirements. Report any breaches of internal control to the College Accountant.
- Process monthly credit cards requirements.
- Ensure accurate file management in preparation for monthly reporting and audit requirements.
- Support the College Accountant with document preparation for the external auditors and MACS Business Manager in the completion of the annual audit.
- Support the College Accountant with Year End E-SIS rollover process.
- Prepare monthly budget expenditure reports for the College Accountant pertaining to Curriculum and Excursion budgets.
- Ensure correct application and treatment of GST and Account Codes.
- Daily banking of Canteen and Parents and Friends monies received and banking of fundraising when required.
- Prepare and reconcile non-school income.
- Payment of fundraising monies to charities.
- Staff Association – purchasing, payments, reimbursements and reconciliation of bank account.
- Approval and lodgement of stationery orders.
- Other purchasing requirements as directed by Director, Business Services and Compliance.
- Liaise with cleaners on a regular basis to purchase cleaning products.
- Understand and keep abreast re updates of the MACS Finance Procedures Manual and ensure procedures are followed throughout the year to ensure efficient annual audit process.

- Ensure internal controls are adhered to and maintained.
- Develop a thorough understanding of the College's administration software package ICON.
- Liaise with Shared Services and Business Assistant (Debtors) as required.

Other duties

- Liaise with external clients regarding hire of the Multi-Purpose Hall including but not limited to, inspection before and after hire of hall, invoicing, bond receipting and rebating etc.
- At times of operational need support the Business Assistance (Debtors) with receipting, fee management tasks and accounts receivable functions.
- Document and maintain procedures relevant to the position.
- Demonstrate professional and collegiate relationships.
- Contribute to a healthy and safe work environment for self, others and complies with safe work policies and procedures.
- Be familiar and comply with the College's First Aid and Emergency procedures.
- Attend whole College events such as College assemblies, sports events, mass, information evenings, community, and faith days.
- Undertake other reasonable duties as directed.

Professional Development

- Commit to ongoing professional development in your area of work.
- Be open to researching areas of interest relevant to directions provided in the school's strategic plan.
- Continue development of ICT skills as technologies evolve.

Professional Practice

- Attend training and professional learning programs to maintain skillset for this role.
- Participate in performance appraisals.

Key Relationships

- Principal
- Director, Business Services and Compliance
- College Accountant
- Business Assistant (Debtors)
- Positions of Leadership
- MACS Shared Services
- Business Services and Compliance team members
- College Office staff.

Child Safety

St Mary's College is committed to the safety, wellbeing and inclusion of our students.

The College has a zero tolerance to all forms of child abuse and actively works to listen and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously and responds in line with the organisation's policies and procedures.

All staff appointed to the College are expected to take an active role in maintaining children's safety and have a demonstrated understanding of appropriate behaviours when engaging with children. They must therefore be a suitable person to engage in child connected work while holding a current registration with the Victorian Institute of Teaching (VIT) or a Victorian Working with Children Card (WWC).

Staff are required to have a sound knowledge of their legal obligations relating to child safety under Ministerial Order No. 1359 Child Safe Standards.

Staff must adhere to the following:

- A thorough understanding of the College's Child Protection - Child Safety and Wellbeing Policies and the Colleges Child Safety Code of Conduct, and any other policies and procedures relating to child safety and wellbeing;
- Assist in the provision of a child-safe environment for students;
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Breaches will be managed as per the *CEMEA 2022 Clause 13 – Managing Employment Concerns*.

Occupational Health and Safety

There is responsibility, incumbent on all staff, to ensure that the regulations associated with Occupational Health and Safety are adhered to.

As a leader in the College, this position has particular responsibility to ensure the health and safety performance of the team. This responsibility extends to:

- Maintaining the workplace in a safe condition and reporting any identified hazards;
- Actively promoting and implementing agreed Occupational Health and Safety procedures;
- Identifying Occupational Health and Safety training needs of both individual staff and the work group as a whole;
- Ensuring that the staff in the work group are aware of their own responsibilities under the Occupational Health and Safety requirements.

Staff are to:

- Take reasonable care of their own safety and health and safety of others affected by their acts or omissions;
- Report hazards, accidents or incidents (near misses) in accordance with agreed College procedures;
- Follow established safe working procedures, instructions and rules;
- Cooperate with the employer with respect to any action taken by the employer to comply with any requirement imposed by or under the Act;
- Not willfully or recklessly interfere or misuse anything provided in the interests of health and safety or the welfare of others; and
- Not willfully place at risk the health and safety of any other person in the workforce.

The complete Occupational Health and Safety Policy may be viewed by accessing <https://www.smseymour.catholic.edu.au/our-school/college-policies/>

Selection Criteria

Commitment to Catholic Education

- A demonstrated understanding of the ethos of a Catholic school and its mission.

Commitment to Child Safety

- Experience working with children.
- A demonstrated understanding of child safety.
- A demonstrated understanding of appropriate behaviours when engaging with children.
- Be a suitable person to engage in child-connected work.
- Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check.

Qualifications/Experience

- Experience working in an educational environment - desirable.
- Experience in using Technology One and Synergetic software systems – desirable.
- Demonstrated experience in accounts payable and accounts receivable processing functions.

Skills and Attributes

- Well-developed interpersonal skills with the ability to develop and maintain strong working relationships with key stakeholders.
- Excellent oral and written communication skills with the ability to communicate clearly and succinctly and remain calm under pressure.
- Ability to work collaboratively and promote a positive culture within a team environment.
- Excellent time management skills, with the ability to prioritise tasks, meet deadlines, work well under pressure and manage competing timelines.
- Strong analytical and problem-solving skills.
- Enthusiastic and highly motivated with a commitment to continuous improvement.
- Disciplined with absolute attention to detail in all tasks undertaken.
- Good working knowledge of the Microsoft Office Suite, including the ability to produce high level reports.
- High level of professional personal presentation.

Other information

- This position is located at 90 High Street, Seymour 3660.
- Terms and conditions of service are set out in the CEMEA (2022).
- The successful applicant must hold or be willing to acquire a Working With Children Check card and a National Police Record check before employment.
- St Mary's College, Seymour is a Child Safe School. We promote the safety, wellbeing and inclusion of all children.

Position description reviewed and updated 29 May 2025.