



Position Description

Finance Officer

Accounts Receivable

Position Title	Finance Officer – Accounts Receivable
Reports To	Finance Manager
College Objective	<p>At Geelong Lutheran College it is expected that each staff member will support the Christian ethos of the schools. A good example for Christian living is to be given to children and parents by words and actions.</p> <p>The Christian Education environment we offer depends largely on the maturity and professionalism of all staff. Therefore, it is expected that all staff members co-operate fully with the Head of College, Principal, other staff and the College Council in adhering to the policies, teachings and fostering the ethos, culture and traditions of Geelong Lutheran College.</p> <p>Staff are expected to support the Christian ethos of Geelong Lutheran College and to demonstrate courtesy, co-operation and teamwork with fellow members of staff.</p>
Position Overview	<p>The Finance Officer – Accounts Receivable is an integral part of the College’s operations and is accountable to the Finance Manager.</p> <p>The Finance Officer – Accounts Receivable is directly responsible for the collection, recording and management of family debtors, bank and payment reconciliations as well as providing finance/administrative support as directed.</p>
Duties and Responsibilities	<ul style="list-style-type: none"> • Manages the College debtors including <ul style="list-style-type: none"> ○ Management of family debtor receipts and invoices on the accounting system ○ Managing family banking payment systems including calculating, setting up and managing parent payment plans ○ Liaises with the debt collection agency ○ Liaises with families on outstanding debts, outstanding payments plans and any other fee enquiry ○ Constant follow up of overdue accounts ○ Distribution of fee statements • Advises of difficult fee collection cases and makes recommendation for further action • Advises the Finance & Business Managers of families seeking financial assistance • Manage family CSEF and Conveyance Allowance applications and payments for College families • Reconcile family debtors at the end of every month including production of monthly debtor reports for presentation to the Finance and Business Manager. • Complete monthly bank reconciliations • As directed by the Business Manager and/or Finance Manager, carry out any other duties deemed to be within the incumbent’s skill, competence and training • Understand legal issues relevant to credit management • Ensures that effective customer service and support is always provided when dealing with parents and staff



Position Description

Finance Officer

Accounts Receivable

	<ul style="list-style-type: none"> • Attends and supports College activities • Complete the annual billing of tuition and other College fees to parents • Issue of tax-deductible receipts • Works collaboratively with staff and families • Cover of reception as required • Provide assistance to the Finance Manager • Other duties as requested commensurate with the position including attendance at daily Staff Devotions
<p>Selection Criteria</p>	<p><i>These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate.</i></p> <p>PERSONAL QUALITIES</p> <ul style="list-style-type: none"> • Support for the Christian ethos of Geelong Lutheran College • Exhibits discretion, confidentiality, honesty and integrity • Communicates effectively and forms positive relationships with families • Advanced excel skills, implementation knowledge and data reporting • Highly developed organisational and planning skills • Excellent attention to detail • Develops an effective program to meet all required deadlines <p>QUALIFICATIONS AND EXPERIENCE</p> <ul style="list-style-type: none"> • Has a finance qualification and/or prior experience in an accounts receivable or debt collection role • Recent relevant experience in a school setting is preferable • Extensive experience working with the Microsoft Office suite and administrative software/browser applications. • A current Working with Children’s Check and National Police Check (not more than 6 months old)
<p>Classification</p>	<p>Salary: Lutheran Education (Victorian Schools) Multi Enterprise Agreement 2023 Tenure: Part Time ongoing (includes 4 weeks’ annual leave at Christmas and 1 week of leave at the beginning of each Term Break) Location (Base): Geelong Lutheran College</p>

STATEMENT OF COMMITMENT TO CHILD SAFETY

Geelong Lutheran College is committed to being a Child Safe organisation. Geelong Lutheran College has a zero tolerance for child abuse and is committed to acting in children’s best interests and in keeping them safe from harm. Geelong Lutheran College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture.

Geelong Lutheran College is an Equal Opportunity Employer