**FINANCE ROLE**

**HOURS: 32.5 h/w; Half hour lunch break unpaid; 8.30am - 3.30pm**

| **FINANCES** |  |
| --- | --- |
| Follow Financial Policies | * Strictly adhere to all school financial policies.
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| Manage Financial Risk | * Ensure your office/money handling procedures eliminate opportunity for fraud and theft.
* Report discrepancies to the principal immediately.
 |
| Financial reporting | * Accurate and up to date records available.
* Prepare monthly reports for the Board and principal.
* Maintain, and file, monthly and annual accounts documentation for auditing purposes ready to be submitted well before due dates as available.
 |
| Manage Invoices and Payments | * Pay all invoices in a timely manner.
* Ensure invoices are verified, coded correctly and approval signatures obtained.
* Process within ASB internet banking system or Education Services as required.
* Banking prepared and all monies received is receipted and deposited. Liaise with Armorguard for pick up.
* Liaise with suppliers, re update of agreement.
 |
| Coordinate with Education Services | * Liaise closely with Education Services, email information as requested.
* Payment and receipts accounts submitted to Education Services beginning of each month.
 |
| AoG | * Ensure agreement is adhered to. Liaise with allocated providers.
 |

| **PRINCIPAL REQUIREMENTS** |  |
| --- | --- |
| Mail | * Open and distribute mail to the appropriate person
* Mail and parcels personally addressed to a member of the staff/Board are to be delivered unopened.
* All correspondence addressed to the Principal may be opened.
* General mail addressed to the Board of Trustees to be opened by the Board Secretary. Mail addressed to the Board Chair, or from a parent, should only be opened by the board chair
 |
| Information/Reports Required | * Any reports required by the principal to be prepared in a timely manner.
* Help with any End of Year requirements as needed
 |
| Newsletters | * Prepare school newsletter and get it approved. Upload to school website. Email to families.
* Ensure school email list is kept up to date.
* Prepare and distribute any other school communications as requested and approved.
 |
| Floor Warden | * Ensure class lists and caregivers’ lists are up to date and any other requirements are in the appropriate folder to be given to the principal/DP for any drills requested.
* Carry out floor warden duties when required.
 |
| First Aid | * Tidy the Sick Bay daily.
* Make sure adequate and unexpired supplies are available
* Make sure a First aid register is available
 |
| Staffroom | * Ensure staffroom is kept tidy.
* Run dishwasher after morning tea and lunch. Wipe down benches. Cover any food or refrigerate.
* Keep adequate supplies of milk, tea, coffee, milo, cleaning supplies etc
 |
| New and Leaving staff | * Follow the new and leaving staff procedures in a timely manner.
 |
| Key Register | * Maintain Key register thoroughly
 |
| Alarm Register | * Keep alarm register updated
* Update alarm register with Allied Security
 |
| Photocopy Register | * Keep photocopy register and pins up to date.
* Update limits on last day of each term.
 |
| Staffroom Calendar | * Maintain staffroom calendar each term
 |
| **BOARD OF TRUSTEES** |  |
| Staff recruitment | * Prepare application packs as required
* Collate all applications received.
* Phone applicants to arrange an interview.
* Ensure all information is typed up and given to the Interviewer’s.
* After appointments are made, return any hardcopy CV’s to unsuccessful applicants.
* Notify unsuccessful applicants as requested by principal.
 |
| Board of Trustee Election | * If not appointed as Returning officer for the Board elections, then you are to liaise with the Returning Officer and supply any information required. Ensure the returning officer is immediately emailed to advise of all mail returned. The mail is to be left unopened and put in the allocated tray.
* Ensure a voting Roll is available in the office for anyone to view. A current list of Nominees is to be displayed in the office area.
 |
| Board of Trustee Secretary | * Minute secretary for board meetings
* Minute secretary for student suspension meetings
* Filing (Organising BOT digital folders and keeping hard copy records). Arrange for shredding of old records as required by legislation.
* Assisting with preparing and distributing the meeting agenda document in consultation with the chair and the principal
* Typing and distributing meeting minutes and packs to board members prior to meetings.
* Typing, sending, recording, and filing of outward correspondence as required.
* Recording and filing of Inward correspondence as required.
* Help set up catering for all scheduled board functions
* Act as returning officer for trustee elections if appointed.
* Other duties as required by the board of trustees
* Maintaining confidentiality
 |
| Reception | Not your core role but need to understand it and be able to cover core daily functions, such as taking care of student and parental concerns, greeting visitors, phone and email duties, processing attendance rolls etc and be able to cover urgent duties in Office administrator’s absence. |

| ***Other Requirements*** | ***Indicators / Outcomes*** |
| --- | --- |
| Conduct | ● Abide by the school’s Policies, including Code of Conduct and Dress Code. |
| Police Vetting | ● Pass the triennial police vet |

**Hours:**

**School Finance Officer 6.5rs /day (32.5 hours/week)**

Monday to Friday 8.30 am – 3.30pm

Morning Break 10.10-10.30am (20 minutes paid)

Lunch 12.30-1.00pm (30 minutes unpaid)

**Total 32.5 hours/week**

**Required to attend monthly BOT meetings. This means 3 hours a month can finish early to attend the meeting.**

**Note:** Under no circumstances are additional hours to be undertaken without prior written approval from the principal.

**Pay Scale Support Staff in Schools Collective Agreement**

 **CA Grade C Step 04 $23.59 p/hr**

**Annualised for 40 school weeks + school term statutory holidays and annual leave.**

**Tenure Permanent.**

**Acceptance:**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_