



Position Description

Position Title	Administration Assistant - Finance and Student Data
Organisation	Catholic Education Sandhurst Limited (CES Ltd)
School	St Joseph's
Location	Cobram
Enterprise Agreement and or Award	Catholic Education Multi-Enterprise Agreement 2022
Classification	Education Support Level 3 Category C
FTE	0.6 FTE
Status	Ongoing
Reports to	Principal

Our Organisation

Catholic Education Sandhurst Limited (CES Ltd) is committed to the mission of Catholic Education across the Diocese of Sandhurst. With a rich history dating back to 1853 the Diocese reaches from Central to Northeast Victoria. The organisation supports more than 3000 employees in 52 schools and 2 early childhood facilities. It also provides support to 4 secondary colleges owned and operated by Religious Institutes.

CES Ltd participates and cooperates in the work of the Catholic Education Commission of Victoria Ltd (CECV), which has key responsibilities for the allocation and distribution of government funding, facilitating cooperation across the four Victorian Dioceses, and in working and cooperating with government statutory authorities.

The Chief Executive Officer of Catholic Education Sandhurst is appointed by the Board of CES Ltd to support the administrative, organisational, and service matters to Catholic schools within the Diocese.

The Chief Executive Officer and all delegations via that position operate within the parameters of Canon Law and the Catholic Church structures and processes. CES Ltd is the employing authority for its schools and acknowledges and respects the role of Parish Priests within the Parish communities in which schools are located and supported.

Our Vision

The vision for CES Ltd is to provide, in partnership with our families, stimulating, enriching, liberating, and nurturing learning environments in each of the Catholic school communities within the Diocese.

At the heart of this vision is our commitment to the ongoing duty of care that we have for the safety, wellbeing and inclusion of all children and young people.

We believe:

- That the values of the Gospel are central to who we are, what we do, and how we act
- That we have a vital role in the mission of the Catholic Church to imagine and seek new horizons while respecting our Tradition
- That a strong sense of community is dependent on the quality of our collegial relationships
- That each person's potential is fostered through the dedicated ministry of Catholic Education
- In leadership encompassing vision, innovation, and empowerment

Our Values

CES Ltd Values underpin and reflect the behaviours we expect of our staff:

Principles of Catholic Social Teaching

The identity of the Sandhurst Catholic School reflects the principles of Catholic social teaching, grounded in the person of Jesus, and interpreted and enacted for the “common good” in response to the “signs of the times”.

These principles require that the dignity and potential of each person be fully respected within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

Respect

Respect for the dignity and potential of each person within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

Partnerships

The Sandhurst Catholic Schools do not function in isolation. In attending to the religious dimension of education, the most fundamental partnerships are those with parents/guardians and with local Catholic faith communities. The school is part of the wider Church community.

Faith

The tasks of evangelisation, catechesis and religious education are shared by home, school and parish, with each having its own distinct contribution to make in a sense of genuine partnership.

School Summary

St. Joseph's Primary School is part of St. Joseph's Parish, Cobram in north-east Victoria. Our school has grown to a current population of over 300 students and 40 staff. The Mercy Sisters have left characteristics of hard work, community and dedicated family as strong features of our school.

St. Joseph's is a place where minds are inspired, characters are formed and the traditions and values of the past are the foundation for the future. While our school is rich in history and tradition, we provide a modern and dynamic school environment. St. Joseph's currently comprises of 16 permanent classrooms, a state-of-the-art auditorium, a music room, library and an administration building, housing staffroom and offices, as well a beautiful yard for the children to play in.

We recognise that students thrive when provided with excellent teaching staff, resources, facilities, and the support needed to set and reach goals. The school offers a broad, versatile curriculum to equip students for a rapidly changing world and one that helps prepare them for the next step on their life journey. Our aim is to offer an excellent academic program in modern comfortable facilities in an open, safe and spacious environment.

St. Joseph's offers a Catholic education for all.

Position Summary

The role of Administration Support - Finance and Student Data is to provide administrative and financial support for the school including creation and maintenance of school and student data files, debtor/creditor maintenance, monthly and annual reporting and reconciliation.

Key Responsibilities

General Administration	<ul style="list-style-type: none">• Provide front office support as required (including telephone, general customer service, walk in queries and student requests)• Assist with compiling and creating communications as required• Assist with general administration tasks including photocopying, laminating, binding etc.• Responsible for Management of Complispace for the school – oversee compliance for audit purposes (elearning, assurance – WWCC/VIT and policies)• Maintain and update school policy and procedures in liaison with the Principal and Senior Leader utilising applicable software programs• Record VIT and Working with Children Check for all staff, volunteers and contractors, and follow up annually• Coordinate the schools archiving and record retention process
Administration support to Principal	<ul style="list-style-type: none">• Assist Principal with administration, ad hoc projects, school initiatives and run errands as required• Assist Parent and Friends Committee and School Advisory Committee as required

School maintenance and supplies	<ul style="list-style-type: none"> • Maintain spreadsheet for contractor expenditure including gardening and maintenance • Maintain maintenance register and coordinate maintenance requests with Maintenance Service Coordinator weekly • Liaise with contractors to maintain school equipment (photocopiers, printers, air conditioning, phone systems) • Order and maintain all supplies for the school including but not limited to stationary, cleaning and staff amenities • Update asset register as required
Finance Assistance	<ul style="list-style-type: none"> • Assist the Administration Assistant – Finance, HR and Payroll with finance processes for the school including: <ul style="list-style-type: none"> ○ Complete bank reconciliations for school accounts, including (but not limited to) the general bank account, credit card and term deposits ○ Assisting with preparing monthly Business Activity Statements (BAS) and annual financial statements (AFS) ○ Assisting with audit processes ○ Assisting with reconciliation of expenses from school fundraising efforts ○ Assisting with school debtors and receipts including communicating to parents regarding late fees/ account queries • Accounts payable - Ensure prompt payment of accounts for school, canteen and parents and friends • Complete bank reconciliations for canteen and parents and friends accounts on a monthly basis • Complete direct debits fortnightly • Reconcile merchant fees monthly • Reconcile credit card statement monthly • Bank cash as required
Student Data Support	<p>Student Files</p> <ul style="list-style-type: none"> • Create and maintain school and student data files, as mandated by legislative bodies • Complete student census • Complete CSEF applications in Term 1 and 2, including liaising with Open the Doors Foundation • Assist with administration of student attendance data, if required <p>Family Fees</p> <ul style="list-style-type: none"> • Receive and receipt monies payable to the school, including fundraising monies, ensuring appropriate cash handling and banking procedures are maintained • Complete receipts weekly • Set up debtor fee generation processes for new students and ensure timely processing of invoices to parents • Generation of all invoices including school fees, associated charges and sundry items • Send out statements at the commencement of the school year, then twice each term • Ensure all transactions are recorded in the financial year in which they are paid or receipted

	<ul style="list-style-type: none"> • Receipt and track debtors and ensure accurate invoicing for parents who have elected to pay separately <p>Excursions</p> <ul style="list-style-type: none"> • Ensure all paperwork for school camps and excursions are complete • Make bookings including but not limited to transport • Communicate with parents • Set up consent forms for activities on SIMON and monitor responses • Ensure medical information is kept up to date for students
Emergency Response and First Aid	<ul style="list-style-type: none"> • Understand emergency procedures, school policies and legal requirements associated with providing a safe environment • Assisting first aid as required

Carry out all other duties that are within the limits of the skill, ability, competence, and training of the employee, and aligned with the requirements of the role as may be directed from time to time.

Mandatory Responsibilities and Requirements

Compliance with CES Ltd Policies and Procedures

- All CES Ltd policies and procedures are available in either CompliSpace and/or the Staff Portal. It is expected that all employees of CES Ltd must ensure that they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breaches in compliance may result in disciplinary action.

Compliance with Occupational Health and Safety

- All CES Ltd employees have a responsibility to take reasonable care of their own health and safety along with the safety of others. It is expected that all employees comply with policies, safe work procedures, instructions, and rules of CES Ltd's OH&S Management System.
- All employees must report any hazards or any other health, safety, or wellbeing issues to their team leader/principal. There is also an expectation that employees will actively eliminate hazards, follow instructions, and participate in training and consultation processes.
- All employees who have responsibility to supervise /lead others have additional responsibilities including ensuring that employees have clearly defined safety roles and responsibilities, addressing OH&S issues immediately, be aware of tasks being undertaken by employees and ensure that they have the skills required to perform tasks safely, ensuring training is provided to address any knowledge or skills gaps for performing work safely, ensuring clear policies and procedures are implemented as well as holding regular OH&S meetings with employees and managing non-compliance.
- Depending on the role some employees will be required to provide evidence of successful completion of First Aid Certificate inclusive of Anaphylaxis training prior to commencing employment with CES Ltd.

Compliance with Child Safety Legislation

- CES Ltd is committed to creating and maintaining a child safe school environment in which all students feel safe and are safe. They do this by promoting the safety, wellbeing, and inclusion of all children. All CES Ltd employees have a responsibility to comply with current Child Safety legislation. This includes keeping up to date with relevant mandatory reporting requirements and maintaining a valid working with children check or VIT registration. CES Ltd are committed to ensuring the safety of children in our care, as such rigorous reference and background checks are conducted at the pre-employment stage. All staff are also expected to comply with the Child Safety Code of Conduct as amended or varied from time to time.

Key Selection Criteria

Essential	Qualifications and Registrations	<ul style="list-style-type: none"> • Certificate IV or above in Business, Accounting, Human Resources or similar field • Satisfactory national police record check • First Aid Certificate • Anaphylaxis Certificate • A current unrestricted Australian Drivers Licence
	Knowledge and Experience	<ul style="list-style-type: none"> • 3-5 years' experience in general administration • High level ability to analyse financial data • Demonstrated understanding and experience in financial management and accounting practices (including debtors and creditors) • Experience in databases and data entry • Experience working in finance or accounting
	Commitment to Catholic Education	<ul style="list-style-type: none"> • Demonstrated commitment to Catholic Education and Catholic Identity along with an understanding and willingness to work within the Catholic ethos, traditions, and practices of the Diocese of Sandhurst.
	Commitment to Child Safety	<ul style="list-style-type: none"> • Willing to undergo or provide a current and satisfactory working with children check
	Skills and Attributes	<ul style="list-style-type: none"> • Excellent analytical skills • Excellent oral and written communication skills • Excellent organisation and time management skills with proven ability to complete multiple tasks • Ability to work both within a team as well as independently • Ability to learn new databases quickly • Highly developed word processing and computer skills including a high degree of proficiency within the Microsoft Suite including Microsoft Word, Excel, PowerPoint, and Google applications.

		<ul style="list-style-type: none"> • Proven ability to maintain high levels of confidentiality while exercising judgment, sensitivity, and discretion. • A personal approach which is highly motivated, self directed and friendly
Desirable		<ul style="list-style-type: none"> • Experience using SIMON/PAM