ROLE DESCRIPTION

<table>
<thead>
<tr>
<th>POSITION TITLE</th>
<th>CURRENT POSITION HOLDER</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Administrative Services Level 6 Finance</td>
<td></td>
</tr>
<tr>
<td>SERVICE AREA</td>
<td>EMPLOYED UNDER NSW and ACT Catholic Systemic Schools Enterprise Agreement 2015</td>
</tr>
<tr>
<td>School</td>
<td></td>
</tr>
<tr>
<td>REPORTS TO</td>
<td>DATE LAST UPDATED February 2013</td>
</tr>
<tr>
<td>School Principal</td>
<td></td>
</tr>
</tbody>
</table>

CONTEXT

This is a position of support services for parents, staff and school. This position reports to the principal whilst working as part of the administrative team. The major functions of the role reflect the mission statement of service within the school community.

ACCOUNTABILITIES

This position supports the system strategic intents of improving learning outcomes for all students and promoting a professional and rewarding working life for teachers.

- To provide high level assistance to the school executive of the school as well as leadership

  - Supervision of the administrative team

  - To provide assistance to the principal in the financial management of the school.

REQUIREMENTS FOR THE ROLE

- Support of Catholic ethos
- Experience in managing financial systems and functions
- High level financial administrative and office management skills
- Experience in liaising with a range of organizational and government services
- Knowledge of financial issues and requirements
- Proven experience in working productively within a team environment
- High level interpersonal and communication skills
- Relevant financial qualifications (e.g. Certificate III)
FUNCTIONS

- Foster Gospel values and act according to Catholic ethos
- Managing all financial matters related to school
- Maintaining financial records of the school on the in-house financial system in accordance with policies and procedures
- Ensuring all information is ready for school audit and documentation updated
- Maintaining the Chart of Accounts and Assets Register
- Maintaining and monitoring the annual school budget in consultation with the principal, and including term printouts to KLA co-ordinators
- Providing the principal and/or CEO with financial reports and records as required, and maintaining appropriate financial records
- Maintaining & developing office policies and procedures
- Supervising the operation of the school office, planning and allocating duties
- Maintain an effective presentation of the school office environment
- Overseeing quality control of documents and school publications
- Manage the staff appraisal process in conjunction with the principal
- Co-ordinate professional development in conjunction with the principal
- Maintain scheduling and records for support staff
- Maintaining the school calendar, and assist in organizing whole school events
- Maintain knowledge and understanding of the system of schools priorities and strategic intent
- Undertake development and review processes
- Complete other duties as required by the School Principal and the Executive Director of Schools

| SUPERVISOR DATE |   |