**Mission Heights Junior College**

**Finance Administrator**

**Position Description**

**Name:**

**Position: *Finance Administrator***

**Tenure:** Part time 5 hours per day

**Remuneration:** This position is covered by the terms of the Support Staff in Schools Collective Agreement or an Individual Agreement on the same terms.

Grade C step 9 to 12 ($20. 06 to $22.24 per hour) depending on experience. The ability to work during some term breaks in required by mutual agreement.

**Key Role:**

To efficiently manage a variety of administrative tasks as required for Mission Heights Junior College.

Tasks will include but not be restricted to preparation and provision of financial information to the school's accounting services provider and support for reception, attendance, payroll and enrolment.

**Responsible to** : The Principal, MHJC through the Executive Secretary

**Key Responsibilities :**

* Receive all monies into the school and undertake regular bankings
* Accurately input student enrolment information
* Relieve at Reception as required
* Assist with attendance input if required
* Assist with payroll input
* Completion of applications for funding and sponsorship
* Prepare an analysis of banking and code appropriately
* Issue school cheques as necessary
* Code creditors invoices and arrange authorisation
* Provide accounting service provider all information requested in a timely manner to ensure efficient accounting and reporting
* Send monthly invoices to families and other creditors
* Monitor account balances and ensure funds are available as required for payments
* Assist with the preparation and monitoring of annual budgets
* Ensure that at least one other person can operate each system and that a comprehensive and clear digital “desk file” outlining how to complete all aspects of the role is prepared.
* Complete any other administrative duties as required.

**Person Specifications:**

* Must have an openness to learning and to working in a digital environment
* Strong written and verbal communication skills
* Ability to work effectively in a team
* Ability to multi task
* A warm personality and an ability to relate well to adults and students alike
* Ability to take direction and then work with a minimum of supervision
* Show initiative and support other team members to ensure that administrative duties are completed to a high standard across the school

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_