

## Job Description

<b>Job Title:</b>	<b>Finance and Personal Assistant</b>
<b>Job Type:</b>	Full-time (1.0 FTE)
<b>Salary Classification:</b>	NT Christian Schools AO3,1 – A0 3,4 (6wks AL)
<b>2019 Annual Salary Range:</b>	\$59,465 - \$64,178 Dependent on qualifications and experience. Plus superannuation contribution of 9.5% of your annual salary.
<b>School Campus:</b>	Araluen Christian College
<b>Responsible to:</b>	Principal
<b>Date Advertised:</b>	September 2019

### Introduction

All people who work for the NT Christian Schools are expected to have a clear understanding of, and unqualified commitment to, its biblical basis, the *What We Believe* statement. They should act in the work place and in other areas of life in ways that are consistent with that basis. Acknowledging that all people are fallible, and that good can ultimately only come from God, staff members are expected to be committed to Jesus Christ and ought to serve and love one another as Christ loves them.

### General Expectations:

The organisation's vision is to be *a Christian community learning together to live life as God intended, offering hope for the world*. Work in the organisation and in its educational communities involves serving and supporting those people for whom the organisation exists, namely students, trainees, their parents and communities. Each employee is expected to work as a member of a team pursuing this core function: serving and supporting each other in the tasks to which God has called them. The organisation and its educational communities have expectations of mutual love, service, trust, acceptance, patience, forgiveness and support.

These responsibilities and duties are, therefore, underpinned by expectations of generosity, openness teamwork, effectiveness, efficiency, attention to detail, pleasant working relationships and maintenance of an effective, attractive, safe work environment.

### Primary role

The primary role is Finance and assisting the principal, however at times you will need to provide assistance for administration.

The person in this role reports to the Principal.

### Specific responsibilities

#### Finance

- Accounts Payable: Check validity of invoices with staff, code invoices, record accounts paid, and write up cheques.
- Accounts Receivable: Receipt of school fees (Eftpos, cheques, cash), receipt payments made by direct payment into General Ledger on Maze.
- School fees: Process and follow up invoicing of school fees, including debt recovery.

- Banking: Complete the petty cash reconciliation including counting and banking money fortnightly, and inputting the information into the general ledger on Maze.
- Ensure that the petty cash cheque is issued and drawn at the start of each month.
- Deliver / organize delivery of all finance documents to NT Christian Schools each month.
- Provide the school council with monthly finance reports once they are issued to the school by the finance department.
- Assist with back to school vouchers – allocation, recording and acquittal.
- To manage schools accounts email.

### **Preparation of Pays**

- Preparing the fortnightly pay summary, which includes collecting time sheets and leave applications for the Principal's approval and forwarding to the System Office.

### **Principal's secretary**

- Keep the Principal's diary, compass calendar and arrange appointments as requested; maintain confidentiality.
- Take and deliver all messages and correspondence, dictation, including email for the Principal maintaining confidentiality.
- Provide the administrative support required by the Principal.
- Collect data for Census, annual statistics and other reports as needed
- Assist with grant applications.
- Provide administrative support for carnivals and major events including OTT and Thanksgiving Evening particularly regarding accommodation, transport and venue bookings as well as information flyers.
- Organize flights and accommodation for principals' meetings out of town.
- Set up the reporting cycle and parent teacher interviews on Compass.
- Upgrade the College Website as needed.
- Assist the principal in the development of a school perspectives and school handbook for the school along with promotional material.

### **Other duties**

- Set up Champion class stationary orders in Term 4 each year.
- Place orders for staff.
- To undertake other duties and responsibilities as directed by the principal

### **Selection Criteria**

#### **Essential**

- Be a committed Christian actively involved in your local church
- Capacity to be a constructive member of a cohesive team
- Effective communication skills
- Ability to reflect the Christian faith underpinning the school
- Strong language skills (spelling and writing)
- Strong keyboard skills and thorough computer literacy
- Working knowledge of databases and Windows computer platforms
- Good working knowledge of Microsoft Word, Excel, Outlook and Access

**Requirements**

- Current Senior First Aid certificate
- Current Northern Territory driver's licence
- NT Working with Children Clearance (Ochre Card)
- Recent Criminal History Check (Issued within the last 12 months)

**Desirable**

- Experience with School Management software systems (i.e MAZE, Compass)
- Previous experience working in a school environment
- Previous experience in finances and Personal Assistances Duties.

**Applications should contain**

## Essential

- Resume including relevant work history
- Contact details for two professional referees and the pastor of your current church
- Address each of the selection criteria
- A signed copy of the Statement of Faith