

POSITION DESCRIPTION

Payroll and Accounts Payable Officer



About St John's Anglican College

St John's Anglican College is the leading Kindergarten to Year 12 coeducational school in south west Brisbane and is an International Baccalaureate World School for the Primary Years and Middle Years Programs. St John's Anglican College strives to provide an extraordinary, globally innovative and future-focused education from Kindergarten to Year 12. Our graduates are well educated, respectful, resilient and compassionate; equipped to be people of influence in their communities. Our teachers care about their students and are leaders in learning, focused on providing the best possible educational environment and ensuring that each child's academic potential is maximised. We value and acknowledge the skills, energy and commitment of our employees. Accordingly, we seek to attract, develop and retain staff of the highest calibre and provide a working environment that enables them to maximise their contribution to achieving the College's vision, mission and values.

Student Protection

Anglican schools support the rights of children and young people and are committed to ensure the safety, welfare and wellbeing of students. Anglican schools are therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person including that of employees. This commitment includes the provision of a safe and supportive living and learning environment for all students and requires all employees, volunteers and visitors to model and encourage behaviour that upholds the dignity and protection of students from harm.

POSITION DETAILS	
Department:	Finance Location: Secondary Campus
Position reports to:	Accountant
Positions reporting to this role:	Nil
Status:	Permanent Part-Time
Salary Level:	Level 7 - Support Staff Classification Structure
Academic Qualifications required:	Certificate III or relevant tertiary qualifications
Required experience:	Previous experience in Accounts Payable and Payroll functions, preferably in an independent school environment is highly desirable.

Purpose of the position

Responsible to the Business Manager through the Accountant, the Payroll and Accounts Payable Officer contributes to the vision and goals of the College by providing efficient and effective management and maintenance of accounting records with respect to organisational creditors including staff to optimise cash flow while complying with creditor terms and the payroll cycle.

Duty of Care

The Payroll and Accounts Payable Officer will contribute to the College's duty of care for both staff and students by adhering to all requirements relating to the development of an environment which is free from the risk of injury, harm and/or disease as required by the Work Health and Safety and Child Protection Acts and relevant College policies and practices.

College Expectations

Support staff at St John's Anglican College will be:

- Supportive of the Aims and Philosophy of the College
- Supportive of the Christian values and ethos of the College
- Focused on the needs of the College's clients
- Maintainers of the confidentiality of the team
- Facilitators of positive and productive College community relationships
- Focused on developing a culture of excellence

DOMAINS OF PROFESSIONAL RESPONSIBILITY	
The Payroll and Accounts Payable Officer is responsible for meeting the following domains of professional responsibility. These responsibilities should be read within the context of the Statement of Principles of Effective Support Services below.	
Student Protection:	The Payroll and Accounts Payable Officer will know, understand, apply and abide by all requirements of the Student Protection in Anglican Schools Policy and Procedures.
Commitment to the College Vision and Goals:	The Payroll and Accounts Payable Officer demonstrates a commitment to the College aims and philosophy in holistic education and supports the College's worship and value based approaches. The Payroll and Accounts Payable Officer will embrace change and support College development, with a particular focus on building positive and productive relationships with all stakeholders.
Payments to Creditors and Staff:	The Payroll and Accounts Payable Officer delivers timely and accurate payment to the College's creditors and staff; maintaining 'The Alpha School System' (TASS) master files and database. This includes: processing creditors invoices which have been checked, coded and approved, including the processing of corporate card transactions, homestay payment processing, and petty cash control; updating payroll records with approved timesheets where required, and otherwise maintaining the employee master file as directed to enable regular and accurate wages payments. The Payroll and Accounts Payable Officer reconciles supplier statements and liaises with suppliers and staff as required.
Data Entry and Report Preparation:	The Payroll and Accounts Payable Officer works together with relevant members of the Finance Department to develop, implement, evaluate and manage appropriate daily routines for the accounts payable and payroll processes,

	ensuring effective accounting processes are maintained in accordance with appropriate standards. The incumbent ensures that all payable records are maintained in an accurate and ordered manner; preparing monthly reports for Financial accounting staff for account reconciliation and monthly reporting purposes. The Payroll and Accounts Payable Officer raises and processes payment files for direct credit to creditor and staff bank accounts once approved by an authorised officer. The Payroll and Accounts Payable Officer prepares spreadsheets and reports as directed by the Financial Accountant and Business Manager.
Daily Operations:	The Payroll and Accounts Payable Officer implements policies and procedures to maintain a professional and effective payable function for creditors and staff; attending to creditors and staff enquiries and providing necessary information within College policy.
Team Work:	The Payroll and Accounts Payable Officer contributes to the development of payables processes together with relevant members of the Finance team; providing assistance to the Accounts Receivable Officer with banking, receipting and general enquiries; providing assistance to the Business Manager and Accountant when necessary and required. The incumbent attends meetings as required; recommending improvements in processes, as appropriate to the Accountant and the Business Manager.
Professional Customer Service:	The incumbent ensures that a professional customer focused payables service is provided to all consumers and staff; ensuring the maintenance of a client focus by attending to needs and enquiries in a positive and prompt manner; promoting the College's image positively on all occasions.
Compliance:	The Payroll and Accounts Payable Officer ensures that the payables function adheres to all statutory compliance requirements; keeping up to date with relevant regulations and ensuring that policies and procedures are maintained; developing various professional resources and contacts to gain knowledge of changes in various regulations and legislation.
Confidentiality:	The Payroll and Accounts Payable Officer upholds the highest standards of confidentiality when dealing with sensitive information concerning either the College or any member of its community. The Payroll and Accounts Payable Officer complies with all policies and procedures of the College.

All employees recognise and accept that multi-skilling is an essential component of employment with the College and that they may be required to undertake duties that are outside their normal position description but within their skills, competency and capability.

SELECTION CRITERIA/COMPETENCIES

The ideal candidate will possess the following competencies, skills, qualifications and experience.

- Demonstrated payables and/or payroll of similar experience, preferably within an education environment.
- Highly developed computer literacy as it relates to accounting software, ideally experience in or understanding of the TASS system.
- The ability to negotiate appropriate solutions with staff and suppliers.
- Well developed organisational and time management skills.
- Skills in developing and maintaining effective administrative systems and processes.
- Ability to maintain accuracy, attention to detail, set priorities and work to deadlines.
- Communication skills of a high order incorporating abilities in integrity, tact, maintenance of ethical conduct, confidentiality and client interests.

- Well developed analytical, conceptual and problem-solving skills as evidenced by a record of achievement in the solution of complex problems within a complex environment.
- Growth mindset.
- Ability to work independently and as a member of a team.
- Customer service focus
- The ability to obtain and maintain a Working with Children Blue Card.

St John's Anglican College Statement of Effective Support Services

The College believes that the success of support staff will occur when they are committed to the provision of quality professional services for staff, students and families, which adds value to the College's operations and programs. This will be achieved through:

- Providing quality client service
- Pastorally caring for students as appropriate
- Supporting teacher's work
- Working efficiently and harmoniously
- Participating in and supporting teamwork
- Being flexible and open to learn new ways
- Embracing fully the use of technology

Critical to our success will be an approach that:

- Embodies the values and standards of the College
- Adopts a personal approach to client service
- Demonstrates efficiency, accuracy and competency in our work
- Is proactive
- Seeks continuous improvement through opportunities for training and development

Important information

People who work for St John's Anglican College must comply with the Code of Conduct, relevant legislation, policies and procedures.

- A Safe Ministry Check will be conducted on recommended candidates in relation to any circumstances which exist that may conflict with the candidate's employment at St John's Anglican College.
- People appointed to this position must have the ability to successfully obtain and maintain a Working with Children Blue Card in accordance with the *Working with Children (Risk Management and Screening) Act 2000*.