



**CHRISTIAN
COLLEGE**
G E E L O N G

ASSISTANT FINANCE MANAGER

Applications are invited from dedicated Accountants with experience who desire to work in a fine Independent College where financial excellence and Christian values are emphasized.

This full-time position is available for an immediate start and is based at the Middle School Campus in Highton.

The successful applicant will have a Bachelor of Commerce majoring in Accounting and a Working with Children Card.

Award salary applies.

A position description can be found on the College website: christiancollege.vic.edu.au

Applications should be forwarded to:

Secretary to the CEO
18 Burdekin Rd, Highton Vic 3216
ceo.secretary@ccg.vic.edu.au

CLOSING DATE: Friday, 7th August 2015



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POSITION DESCRIPTION: Assistant Finance Manager

Purpose Statement

To faithfully serve and support all students, parents and staff of the Christian College community. This is to be achieved through the positive use of skills and talents to achieve the administrative outcomes required and expected by the Christian College community. This act of service is a reflection of the servant nature of Jesus as it is observed in his compassion and care of all people.

Expectations of Duties

- maintains a variety of payroll and benefits information, files and records for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines
- processes payroll and benefits on related dates (eg time sheets, withholding information, pay adjustments and salary sacrifice) for the purpose of updating information, authorizing timely payment, and/or complying with established payroll practices
- reconciles bank statements, suspense accounts and journal transactions
- liaises with staff regarding payroll and other related queries
- supports Business Manager and Finance Manager for the purpose of providing assistance with their functions and responsibilities
- processes EOY and monthly requirements (eg PAYG Summaries, Rollovers, FBT Returns, Conveyance Payments, Superannuation Payments, PAYG payments, Reports, Payroll Tax, Tax Invoices and Equal Opportunity in the Workplace Return) for the purpose of ensuring timely and accurate compliance upon request
- performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit

Behaviours

The behaviours required of you whenever you are on duty representing Christian College whether on or off campus can best be summarised as *“treating others as you would like them to treat you”*.

Examples of this behavioural philosophy include, but are not limited to:

- act with integrity at all times
- be open and honest in all communication – students, staff and parents
- respond promptly to communications
- show respect to all students, staff and parents
- embrace change
- act with professionalism ensuring that personal goals are in line with the College vision and strategies
- have a good working knowledge of all the policies and procedures
- be a self-starter, show initiative
- strive for excellence, take pride in what you do
- be accountable and responsible
- be punctual
- offer ideas for improvement
- offer and receive feedback
- be active in managing hazards and risks associated in performing daily tasks

Expectations

- sound knowledge of Microsoft applications, particularly Excel
- good Administrative and organisational skills
- attention to detail

Qualifications

- Bachelor of Commerce
- Working with Children Card

Organisational Relationships

- reports to Finance Manager and or Business Manager
- Payroll – CEO’s Secretary

General Conditions of Employment

This position is employed under the conditions detailed in the Educational Services (Schools) General Staff Award 2010/School Administration Services. A copy of this Award is provided on the website www.fairwork.gov.au.

The position is based on a 38 hour week starting at 9.00am and finishing at 5.00pm.