

# Position Description

Title: Accounts Payable Officer



This Position Reports to: Financial Controller

Department: Finance Office

Date: March 2024

## **PREAMBLE**

As a staff member of The Southport School, it is crucial that you understand the underpinning philosophy and aims of this school, its routines and administration, and more importantly, that you actively support the Anglican Ethos of the School. The School Prayer gives a clear understanding of the School Aims.

*Make us a truly Christian Community where education embraces the whole of life.  
With the school may we find acceptance, healing and growth through faith in Christ  
and in turn service to others.*

## **OUR TSS VALUES**

### **We are a TEAM**

We work together in a spirit of trust, loyalty, inclusion and mutual respect. We persist and encourage each other to do our best each day.

### **We are a community of SCHOLARS**

We learn every day and our interests and different approaches bring diversity of opportunity and enrich our understanding of the world.

### **We are here to SERVE**

We contribute positively to our classes, our teams, our school, our families, and our communities, learning to lead and to improve the world in which we live.

## **STUDENT PROTECTION IN ANGLICAN SCHOOLS**

Anglican Schools and Education & Care Services are committed to providing environments where children and young people receive the highest standard of care, where their rights are supported, and they have opportunity to thrive and be fruitful. Such environments nurture and safeguard the intelligence, dignity, safety and wellbeing of each child or young person, by placing them at the centre of thought, values and actions.

As reflected in our Ethos, our vocation is education, driven by a vision of humanity, shaped by the image of God made visible in Jesus, present in every human being.

- Every child: made in the image and likeness of God.
- Every child: loveable and loved, unique and unrepeatable.
- Outstanding education for the flourishing of people and the good of community.

Our faith is lived. We are hospitable and welcoming communities, who embody compassion, kindness, fairness, justice and love, and where exceptional pastoral care is practiced.

Working and serving the best interests of children and young people is in everyone's best interest. This is achieved through sustaining living and learning environments that are safe, supportive and stimulating. Specifically, we:

- place emphasis on genuine engagement with children and young people.
- create conditions that reduce the likelihood of harm to children and young people.
- create conditions that increase the likelihood of identifying harm where it exists; and
- respond swiftly and appropriately to any concerns, disclosures, allegations or suspicions.

This commitment is sought to be consistently reflected through the decisions and behaviour of all persons within the School or Service, who are guided by effective governance, policies, tools and processes. This fosters a child safe culture, where acting in children and young people's best interests is at the heart of what we do.

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## **PURPOSE OF THIS DOCUMENT**

To provide the team member with the key selection criteria, specific duties and responsibilities and general responsibilities against which your appointment to, and performance in the job, will be assessed.

As part of the team, you will be expected to know the policies and procedures that govern some of the tasks you will be performing.

## **KEY SELECTION CRITERIA, QUALIFICATIONS AND EXPERIENCE:**

### **Selection Criteria**

- Demonstrated capacity to multitask, meet deadlines and work within agreed timeframes.
- Demonstrated understanding and experience in accounts payable functions.
- Demonstrated understanding of financial process and accountability.
- Demonstrated commitment to nurturing positive relationships between teachers and stakeholders with excellent communication skills and interpersonal skills necessary to work with all members of the school community.

### **Qualifications and Experience**

- Experience:  
At least 5 years' experience in an Accounts Payable role.
- Working With Children Check (Blue Card):  
Must hold valid Blue Card.

### **Additional requirements:**

- Provide a recent criminal history check certificate – must be within 2 months of appointment.

## **DUTIES AND RESPONSIBILITIES FOR THE POSITION**

This part of the document outlines the responsibilities required to competently perform the duties of the position. Of course, you will also be required to perform any other duties that the Headmaster, or their delegate, may direct you to perform, and which could reasonably be considered relevant to the position.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

The Accounts Payable position plays a pivotal role in fostering a positive corporate services environment that supports the effective and efficient operations of the school. This role liaises with other corporate departments and adhere to relevant corporate policies and procedures taking an active role in monitoring expenditure for signs of potential fraud or theft and report to Financial Controller and CFO as appropriate.

### **Accounts Payable**

To ensure creditors are paid in a timely manner and TASS is kept up to date by:

- Managing and maintaining the creditor database in TASS and EFTsure.
  - Assisting staff with invoice and requisition approval processes.
  - Entering invoices into TASS once approved by Head of Department on a daily basis.
  - Generating weekly EFT payments for the School and Foundation
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- Ensuring all purchase orders are matched and accurate.
- Answering all creditor calls and queries
- Ensuring all invoices submitted meet internal protocols and procedures before entering for payment.
- Monitoring use of ABN/Hobby Declarations, including required paperwork
- Reconciling and maintaining paperwork for school purchasing cards and online portal
- Create and manage School tours in Teacher Kiosk as requested.
- Process refunds back to parents as required.

### **Cash receipting and banking**

To ensure all cash requirements of all the school are met by:

- Preparing weekly cash banking including recording in TASS.
- Attending to NAB Transact and EFTPOS/credit card transactions using electronic terminal.
- Entering NAB Transact and EFTPOS/credit card receipts into TASS on a daily basis. Reports are generated, checked and filed.
- Answering general payment queries from parents and staff as required
- Issuing petty cash to staff as required.

### **GENERAL DUTIES AND RESPONSIBILITIES**

Ensure all school policies and procedures are complied with by:

- Complying with legal obligations of an education establishment including complying with established industrial relations practices and requirements.
- Compliance with the Student Protection Policy and Procedures including ensuring that the well-being of all students is closely monitored, and any concerns are reported to the appropriate support and leadership staff.
- Understanding that at no time does any worker have the authority to reprimand any student or any co-worker, but to take responsibility to report any issue to the Dean of Students or any member of the School's senior management panel.

Ensure a safe and healthy work environment is provided for students, employees and visitors by:

- Complying with the Workplace Health and Safety Legislation and Regulations.
- Complying with The Southport School Workplace Health and Safety Policy
- Implementing documented basic safety and security practices.
- Preventing hygiene risks and problems through implementation and adherence to policy and procedures.

Display positive interpersonal skills needed for the delivery of quality service, with a particular emphasis on communication and teamwork by:

- Communicating effectively one on one in the workplace.
  - Communicating and participating effectively as a member of a team in the workplace.
  - Providing confidential employee and client relations for counselling and any grievance procedure that may take place.
  - Presenting a positive, professional and dynamic image of the School to employees, clients and visitors at all times.
  - Initiating and driving the business forward by directly representing the School's ethos and motto.
  - Demonstrating the very highest level of personal insight, initiative and maturity in all that is done and to display a sense of flexibility and willingness to work as an integral member of the team.
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