



**ALL SAINTS'
COLLEGE**



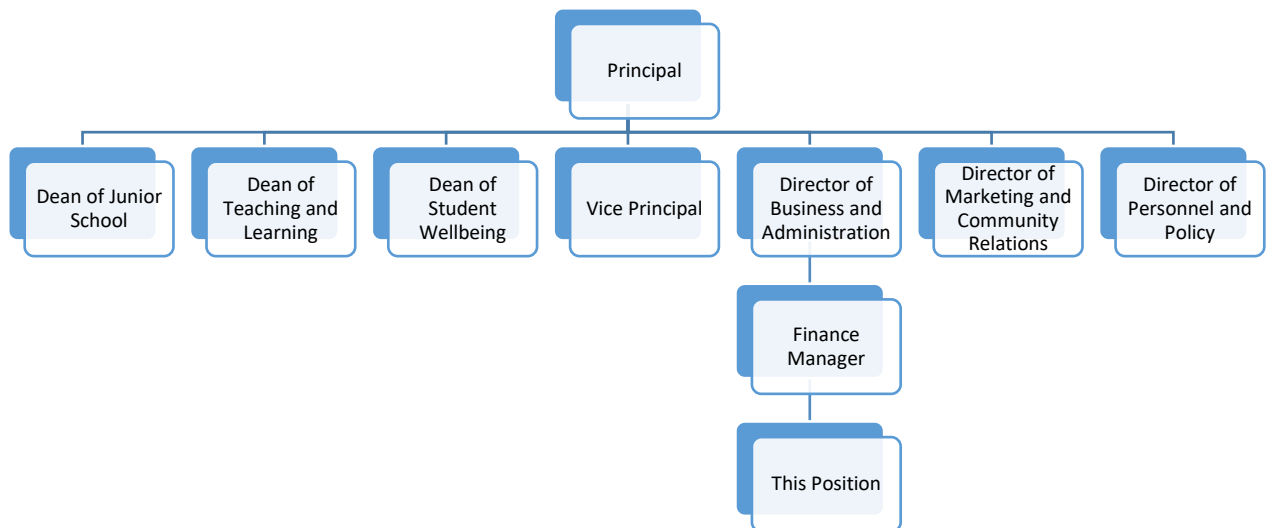
DUTY STATEMENT ACCOUNTS RECEIVABLE OFFICER

All Saints' College prioritises the safety, welfare and wellbeing of children and young people, and expects all staff and volunteers to share this commitment.

POSITION PURPOSE

The Accounts Receivable Officer is directly responsible to the Finance Manager for the timely, professional and respectful invoicing, recording and collection of all College debtor accounts using the Synergetic Management System for Schools.

ORGANISATION STRUCTURE



KEY RESPONSIBILITIES

1. Invoicing

- (a) Allocate standard tuition fees to be charged at the start of each school term and throughout the year as required including related charges, incidental charges and fee concessions.
- (b) Raise tuition fee invoices annually, termly, or monthly in accordance with College policies.
- (c) Issue debtor statements each month.
- (d) Upload and manage invoices from Hubworks for our Out of School Hours Care program and administer the receipt of these charges.
- (e) Raise invoices for other College activities including hire of facilities, Vacation Care and holiday programs.
- (f) Monitor receipt and manage timely collection of all outstanding accounts.
- (g) Meet regularly with the Director of Business and Administration to review outstanding debtor balances and discuss follow up action for collection of outstanding balances as requested. Attend to follow up as required in a sensitive and professional manner.
- (h) Co-ordinate debtor administration in relation to E-Ticketing platform for the College bus service and Canteen Point of Sale.

2. Other Accounts Related Activities

- (a) Assist members of the Accounts Team with other account-related activities as required.
- (b) Assist the Director of Business and Administration and the Finance Manager with other accounting related activities, as required.
- (c) Attend to other various administration activities as required.

3. Staff Expectations

- (a) Serve as a good ambassador of the College. This includes conducting oneself in accordance with the professional standards of the College.
- (b) Ensure all students and parents are provided with a quality service in a timely, efficient and friendly manner.
- (c) Maintain professional confidentiality concerning information about staff and/or students.
- (d) Strive to implement productivity, quality and service improvements on a continual basis.
- (e) Remain abreast of current trends through participation in and contribution to professional development activities and relevant professional organisations.
- (f) Comply with Occupational Safety and Health requirements in the workplace.
- (g) Ensure that all documents are prepared and presented in a professional format in keeping with the College practice and that high standards of spelling, grammar and punctuation are maintained.
- (h) Operate as a 'team player' always and fully support the Principal, Leadership Team and activities of the College.

SELECTION CRITERIA

Essential

- Experience in Accounts Receivable and Credit Control.
- Well developed computing skills including word processing, spreadsheets, databases, internet and email.
- Well developed organisational skills with an ability to work to deadlines.
- Well developed written and communication skills with an attention to detail.
- A demonstrated ability to work with sensitivity and to maintain confidentiality.
- An ability to work as a positive team member, with limited supervision and under general direction.
- Hold a current Working with Children Check and a current National Police Clearance Certificate (or ability to obtain both).

Desirable

- Previous experience of working in a school or education establishment.
- A sound working knowledge of the Finance Modules of the Synergetic Management System for Schools.
- Certificate III or IV in Business Administration.

*The College recognises that Duty Statements are dynamic documents.
They are reviewed annually or as required.*

November 2020