



KINROSS WOLAROI  
— SCHOOL —

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# Accounts Payable Officer

## Maximum Term Contract

Candidate Information Pack

Closing Date: 02 April 2023

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March 2023



## About Kinross Wolaroi School

Kinross Wolaroi School is a co-educational Independent School of the Uniting Church. The School has a strong history of excellent academic results along with a diverse co-curricular program. Kinross Wolaroi School is a non-selective school with over 1100 students (including 330 boarders in Years 7 to 12), located in the NSW Central Tablelands in the city of Orange. The School has a proud tradition of educating young people in an environment where ideals are based solidly on friendship, spirituality, the security of family values, hard work and the pursuit of excellence to the very best of one's ability. The School offers the unique opportunity for co-educational learning with separate boarding sites for boys and girls. Students are provided with a holistic education with a varied curriculum to meet the diverse needs of our students.

The School has two main campuses. The main campus, called Wolaroi, is a picturesque campus of 20 hectares and accommodates the main teaching facilities as well as the boarding facilities for boys boarding. A second campus, called PLC, is located approximately five kilometres west of the main campus (on the opposite side of the city of Orange) and houses the girls' boarding facilities, a number of staff residences, a recreation and examination centre, an outdoor swimming pool and playing fields.

All classroom activities (the normal school day activities) for all students enrolled in Pre-Kinder and in classes from Kindergarten to Year 12 occur on the Wolaroi Campus. The main campus also includes a performance theatre, an auditorium, a sports complex including gymnasium and indoor swimming facilities, a medical centre as well as five playing fields.

For more information on the School, please visit [www.kws.nsw.edu.au](http://www.kws.nsw.edu.au). In particular, you may wish to visit the Employment Opportunities page on our website, which has a helpful summary on the School's Community, employee benefits, and the beautiful regional city of Orange.



## POSITION OBJECTIVES & RESPONSIBILITIES

The primary responsibilities of this role will be to support the day-to-day operations of Accounts Payable including assisting the Finance Manager in analysing and delivering data integrity through the completion of high-quality account administration.

The Accounts Payable Officer can expect to liaise with:

- The Business Manager
- The Finance Manager
- School Management
- External stakeholders
- Staff



## POSITION DESCRIPTION

Duties related to the position include, but are not limited to the following:

Key Word	Duties
<b>Accounts Payable</b>	<ul style="list-style-type: none"><li>• Processing of creditor invoices including checking they appropriately approved, coded and supported with an approved receipted purchase order</li><li>• Ensure GST is appropriately applied and entered, seeking direction where required</li><li>• Verify creditor bank account information using EFTSure system</li><li>• Prepare and dispatch payment to creditors</li><li>• Process EFT payment remittances</li><li>• Print, collate and dispatch cheques when necessary</li><li>• Reconcile creditor accounts against supplier statements monthly and quarterly</li><li>• Manage the new supplier account process</li><li>• Assist in the processing of credit card reconciliations and upload process</li><li>• Apply inventory and purchasing control procedures including assisting staff with the Purchase Order process</li><li>• Action staff reimbursements as required</li></ul>



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Key Word	Duties
<b>Data and Reporting</b>	<ul style="list-style-type: none"> <li>• Ensure that all creditor records are accurately maintained</li> <li>• Prepare and reconcile monthly summaries of creditors' ledger transactions</li> <li>• Maintain up-to-date purchase order report</li> <li>• Process journal transactions for account adjustments where required</li> <li>• Preparation of spread sheets as directed by the Finance Manager and Financial Accountant</li> <li>• Support external audit requirements as requested</li> <li>• Month-end/year end accruals, reconciliations and journals</li> </ul>
<b>Department Assistance</b>	<ul style="list-style-type: none"> <li>• Provide assistance to the Finance Manager and financial team as required</li> <li>• Attend meetings as required</li> <li>• All other tasks as directed by the Finance Manager or Financial Accountant</li> </ul>
<b>Flexibility and Initiative</b>	<ul style="list-style-type: none"> <li>• Attend to creditor, staff, student and debtor enquiries and provide necessary information within the School policies.</li> <li>• Ensure that this role is characterised by an atmosphere of welcome, warmth and hospitality for students, staff, parents and other members of the School Community</li> </ul>
<b>Other duties</b>	<ul style="list-style-type: none"> <li>• Attend to other matters appropriate to the position, consistent with the skills of the incumbent as directed by the Business Manager and Finance Manager.</li> </ul>



## Professional Review

This position description as outlined above is intended as a framework for professional review. The School reserves the right to alter roles and responsibilities requirements as required.

## Reporting

In all matters concerning their employment, all employees are ultimately responsible to the Principal. However, in relation to this role, for practical purposes these functions are delegated to the Business Manager. For day-to-day operational matters the position will be responsive to the directions of the Finance Manager (the Supervisor).

## SELECTION CRITERIA

General Expectations for staff at KWS:

- Support for the culture of an Independent Uniting Church School is an essential prerequisite for all employees.
- Willingness to support the Mission and Values of KWS.
- Serve as good ambassadors of the School. This includes conducting oneself in accordance with the professional standards of the School, including being well-groomed and professionally attire.
- Take an active interest in the general life of the School – supporting policies, procedures, aims and objectives to facilitate the day-to-day operation of, and promote a high quality of education within, the School.
- Attend staff meetings and training when required.
- Ensure all students and parents are provided with a quality service in a timely, efficient, and friendly manner.
- Maintain professional confidentiality concerning information about staff and/or students and their families.
- Ensure that all documents are prepared and presented in accordance with the School's *Style Guide*.



## Personal Qualities

- Highly developed interpersonal skills with the ability to develop and maintain constructive working relationships at all levels across diverse groups, including teaching and non-teaching staff.
- High degree of discretion, initiative, and personal organisation.
- Ability to remain calm under pressure.

## Essential Professional Criteria

- Demonstrated experience in high volume account payables with a high degree of attention to detail, accuracy and efficiency
- Advanced verbal and written communication skills with the ability to review and understand procedures and reports
- A demonstrated and motivated approach to working including the ability to organise, prioritise, meet deadlines, work under pressure and work independently
- Demonstrated experience in a customer-focused work environment and a corresponding willingness to commit to an exceptional level of customer service

## Working with Children Clearance

The *Child Protection (Working with Children) Act 2012* (NSW) applies for anyone working in child related employment. It is expected that a verified Working Children's Check Clearance will be provided before commencement of duty for any role at the School and that the employee will ensure this clearance is maintained and updated as required whilst ever employed at KWS.



## Workplace Health & Safety

- Be informed of and comply with WHS legislative and associated requirements (as employer makes information available, employee is to take steps to understand how it applies to self).
- Observe Kinross Wolaroi School WHS Protocol.
- Identify WHS information and training needs for self.
- Be involved in WHS projects according to priorities set by consultative processes and management direction.
- Comply with WHS initiatives as directed and agreed with management and consultative processes.
- Comply with safe work procedures as instructed by supervisor or manager.
- Comply with legal and reasonable instructions from employer representatives.
- Report all hazards, accidents and incidents to your supervisor and comply with WHS committee recommendations.





## APPOINTMENT CONDITIONS

Employment will be offered on the basis of a maximum term, full time role year round commencing by negotiation for a period of 12 months. The role is offered with full time hours of 8:30am – 4:36pm Monday to Friday. For suitable experienced candidates, flexible working conditions of 4 days per week or school hours across 5 days per week may be considered.

Employment will be offered subject to a period of probation, defined as six months in accordance with the *Fair Work Act 2009* (Cth).

The terms of employment are governed by the *Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2021* (MEA) as it applies from time to time, or any industrial instrument that replaces the MEA. The position of Accounts Payable Officer is classified at the Senior Clerical Officer Level 3.3 of the MEA. In 2023 the annual salary for Senior Clerical Officer Level 3.3 is \$79,724 (FTE) plus Superannuation at the SGC rate.

Comprehensive terms and conditions of appointment will be the subject of a separate employment agreement.

### Right to Work in Australia

Kinross Wolaroi School is not in a position to sponsor entry into Australia. In applying for an Australian based position, you will be expected to already have a valid Australian work permit (permanent residency or applicable work visa). Information on Australian visas and working entitlements are available from the Department of Immigration.



## APPLICATION

To make a confidential enquiry about the position, please contact Madeleine Bennett, Human Resources Advisor on [mbennett@kws.nsw.edu.au](mailto:mbennett@kws.nsw.edu.au)

Before submitting your application, please ensure that you have:

- Carefully reviewed the position description and ensure that you understand the role you are applying for and that it is suited to your skills, experience and qualifications.
- Your cover letter is the School's first opportunity to assess your suitability for the position. Your letter should provide insight into not only what you have achieved but also who you are.
- Please ensure that you have addressed the Essential Criteria in your Cover letter.
- Ensure that your CV clearly outlines your qualifications (including the institution and the date completed), career history and current contact details.
- You will need to include at least two referees at the end of your CV. Please provide referees names and current positions. Referees will not be contacted without your prior agreement.

Cover letter and CV can be submitted to [mbennett@kws.nsw.edu.au](mailto:mbennett@kws.nsw.edu.au)

or addressed to

Madeleine Bennett  
Human Resources Advisor  
Kinross Wolaroi School  
Locked bag 4  
Orange NSW 2800

*Preferred applicants will be screened in accordance with Child Protection legislation.*