



Accounts Payable Officer

Reports to:	Assistant Business Manager
Category:	Category NESC 3-1
Tenure:	Ongoing
Review:	

Thomas Carr College is a dynamic Catholic learning community guided by our Gospel values. Our Catholic faith has a vital role to fulfil in the education of our students; it is at the very core of our purpose and identity. Each Thomas Carr College staff member bears witness to these values in their interactions with staff, students, families and the community.

This role description is written in light of the Mission and Vision Statements of the College. Our community is characterised by a strong set of values that underpin the way we live. We enact those values by respecting and honouring our collective heritage while looking with imagination to the future. All dimensions of life at the College, including the work of the Events Co-ordinator, are aimed at supporting the growing, learning person: the young women and men whom the College serves.

All leaders at the College accept responsibility for working with staff teams, through collaborative leadership for growth, in the development of a positive school climate supporting high expectations and high levels of success for all students.

COMMITMENT TO FAITH

All positions at Thomas Carr College are based on the Christian model of servant leadership exemplified by Jesus Christ and given witness to by our founder Archbishop Thomas Carr. It is expected of all employed at Thomas Carr College that they:

- Accept and model the Catholic educational philosophy of the school.
- Develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work by their teaching and other work and by personal example, striving to help students to understand, accept and appreciate Catholic teaching and values.
- Comply with the accreditation policy of the CECV to teach in a Catholic school.

THOMAS CARR IS A CHILD SAFE SCHOOL

Thomas Carr College holds the care, safety and wellbeing of its students to be at the core of all we do. The College is resolutely committed to ensuring that all staff of the College act in a manner that promotes the inherent dignity of each of our young women and men and their fundamental right to be respected and nurtured in a safe school environment. This commitment includes regular and appropriate learning opportunities in relation to child safety and young people's protection and wellbeing.

We also commit to listening to, and taking seriously, all concerns voiced by students, staff, parents and caregivers, volunteers, contractors and clergy. We commit to continuously reviewing and improving our systems to protect children from abuse.

Our commitment is drawn from and inherent in the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel.



OVERVIEW

The Accounts Officer has overall responsibility of all matters associated with accounts payable together with assistance of accounts receivable functions.

KEY RESPONSIBILITIES

- Daily processing of creditor invoices, orders, staff reimbursements and bank transactions
- Administration of petty cash, gift cards and all other prepaid cards
- Processing general journals for printing, catering, stationery orders and credit cards
- Reconciliation of credit cards in support of the Executive Assistants
- Weekly processing of creditor payments
- Preparation of daily creditors for auditors report
- Maintaining and filing the accounts documentation as required
- Adherence and maintenance of the financial delegation matrix as prescribed by MACS
- Liaising with suppliers regarding outstanding invoices and payment arrangements
- Regular review of supplier registers
- Consideration to budgets when processing purchase orders
- Preparing the daily, weekly and monthly creditors reports as required
- Assisting with the month-end, year-end and auditing processes
- Preparing the daily, weekly and monthly reports as required
- Annual review and maintenance of supplier list
- All other duties as directed by the Assistant Business Manager

Through mutual agreement some variation in the specified responsibilities may take place during the term of appointment as a part of a normal process of ongoing evaluation of the College's operations.

All employees at Thomas Carr College are to follow College policies and procedures, including the Occupational Health and Safety Act 2004, the Equal Opportunity Act and CECV Commitment Statement to Child Safety.

KEY SELECTION CRITERIA

Essential

1. Has a qualification in bookkeeping, accounting or prior experience in a similar role.
2. Demonstrate understanding and acceptance of the Thomas Carr College Mission Statement and the values that underpin it.
3. Highly developed interpersonal and communication skills, including the demonstrated ability to work collaboratively with all members of the College community.
4. Professionalism and confidentiality always upheld.
5. Demonstrate a good working knowledge with financial systems, the internet, email navigation and Microsoft Office Suites, in particular Word and Excel.
6. Working with Children Check and successfully passes a National Police Record History Check

Thomas Carr College is an equal opportunity employer that promotes the safety, wellbeing and inclusion of all children.