

Position Description

Role Title: Finance & Administration Assistant

Allocation: Part time, 0.5FTE (2.5 days a week)

Date Prepared: 17 November 2021

POSITION DESCRIPTION: Finance & Administration Assistant

A. POSITION OVERVIEW

The role of the Finance & Administration Assistant is to assist the Business Manager in the day to day handling of the CEN accounts (invoicing and payables) and provide administration support to the office as directed.

B. PERSONAL CHARACTERISTICS & GENERAL ROLE EXPECTATIONS

The following attributes are important for the role:

1. An actively demonstrated personal Christian faith.
2. Respect, promote and work within the organisational authority structure of Christian Education National
3. A demonstrated commitment to serving Christ in Christian education as stipulated in the mission, vision and core values of Christian Education National (CEN).
4. Relevant qualifications and/or experience that are appropriate for this position.
5. An ability to communicate in a manner that maintains the respect of the wider Christian Education community.
6. High level communication and interpersonal skills in dealing with all members of the CEN community.
7. A willingness to work in harmony and close collaboration with other members of the Christian Education National team.
8. Personal qualities such as adaptability, initiative, versatility, enthusiasm, optimism and the ability to work within a constantly changing environment.
9. A demonstrated commitment to professional self-development in the field of Christian Education.

NB. Copies of the Constitution, the Vision and Core Values Statement can be found on the CEN website

C: MAIN FUNCTIONS & RESPONSIBILITIES

Duties	Position Expectations
<i>Payables</i>	<ul style="list-style-type: none"> • Record and process all invoices, ensure all costs are charge to appropriate cost centres, seek approval to pay when due and create bank file(s) on a weekly basis. • Ensure all automatically generated payments are approved appropriately. • Advise bank authorisers when payment file is ready for approval. • Send out remittance advices to suppliers.
<i>Invoicing / Receivables</i>	<ul style="list-style-type: none"> • Prepare, record and send all CEN member subscription and State Levy invoicing at the beginning of each quarter. • Adjust subscriptions and levies charged in the 4th quarter to reflect school student numbers from the August census. • Prepare and send invoices to NICE students as advised by NICE Staff. • Prepare and send invoices for CEN services. • Ensure all invoices and payments have been recorded, sent, and received or paid. • Send monthly statements to customers.
<i>Bank Reconciliations</i>	<ul style="list-style-type: none"> • Regularly reconcile accounts with bank transactions for all CEN accounts. • Reconcile Paypal transactions as received.
<i>Banking</i>	<ul style="list-style-type: none"> • Bank any cheques and cash as needed.
<i>MYOB</i>	<ul style="list-style-type: none"> • Ensure MYOB accounts reflect balances in payables, receivables, inventory and other balance sheet accounts. • Ensure transactions are costed and allocated to correct cost centres.
<i>Petty Cash</i>	<ul style="list-style-type: none"> • Prepare petty cash reconciliation when cash is down to \$100. Replenish as necessary. • Manage the distribution of petty cash for staff reimbursements as needed.
<i>Corporate Credit Cards</i>	<ul style="list-style-type: none"> • Manage CEN corporate card account. • Manage changes for new and departing employees. • Manage monthly reconciliation of all cards.
<i>Mobile Phones</i>	<ul style="list-style-type: none"> • Maintain CEN mobile phone account with a provider. • Adjust phone plans are needed. • Arrange travel SIMs when required. • Manage changes for new and departing employees.
<i>Filing</i>	<ul style="list-style-type: none"> • Maintain files (electronic or hardcopy where required) for the above duties.
<i>Accounts Enquiries</i>	<ul style="list-style-type: none"> • Respond to account enquiries.

Duties	Position Expectations
<i>Administration Support</i>	<ul style="list-style-type: none"> • Assist with office support tasks as directed by the Executive Assistant, including: • Posting of Job Vacancy ads on CEN website • Mailouts • Assist with database updates • Preparation for conferences and professional learning • Answer incoming phonecalls • Assist with outgoing and incoming mail, and courier services
<i>Other tasks as directed</i>	<ul style="list-style-type: none"> • Other ad hoc tasks that may be requested from time to time.

D. ACCOUNTABILITY

The Finance assistant is directly accountable to the Business Manager and the CEN CEO.

Signed by Employee	Signed by Manager
Date:	