



Christ Church Grammar School

DUTY STATEMENT

Business Administrator

DATE: January 2025

STATUS: Part-time, 0.6 FTE

TIME: Ongoing

HOURS: 22.5 hours per week. Annual and other leave to be negotiated and taken when mutually agreed.

FACULTY/AREA OF RESPONSIBILITY: Finance

POSITION CONTEXT:

Christ Church Grammar School is an Anglican day and boarding school for boys from Pre-Kindergarten to Year 12. Located in Perth, Western Australia, the School overlooks the Swan River at Freshwater Bay in Claremont. Enrolments are comprehensive and at present there are approximately 1750 students including boarders. The School consists of the Preparatory School (PK to 6) and the Senior School (Years 7 to 12).

PRIMARY OBJECTIVES:

Assist the finance team in various areas of the School administration, including processing receipt of payments, school tours, balance sheet reconciliations, management of insurance claims and other duties assigned by the Business Manager.

LINE MANAGEMENT:

Reporting directly to the Business Manager

WORKING RELATIONSHIPS:

- Chief Financial Officer
 - Deputy Chief Financial Officers
 - Business Manager
 - Finance team
 - Principal
 - Executive team
 - Administration staff
 - Teaching and other Support staff; and
 - Parents and visitors
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KEY RESPONSIBILITIES:

Cash Receipts:

- Assist in the management of deposits to the various school bank accounts
- Daily banking and reconciliation of funds received.
- Receipt school fees, trips, fundraiser income, applications for enrolment, advanced school fee payments and sundry debtor accounts.

School Trips

- Provide support for school trip administration

- Reconcile the tour income and expenditure
- Assist teachers with tour queries and finance support

General Ledger:

- Prepare balance sheet reconciliations within prescribed timelines.
- Process journals and other general ledger requirements within prescribed timelines.
- Assist with year-end accounting requirements
- Assist with annual budget preparation
- Provide the Finance team and auditors with relevant information and reports as requested.
- Fixed asset registration and disposal
- Insurance claim administration
- Provide backup support for accounts payable.
- Other ad hoc duties assigned by the Business manager.

KEY RESULT AREAS:

Behavioural Descriptors:

- Use initiative and take responsibility for all tasks undertaken;
- Exercise judgement and solve problems within the scope of the position;
- Undertake tasks with accuracy and professional competence, within prescribed deadlines and foster a cooperative work environment;
- Maintain confidentiality at all times;
- Undertake safe work practices;
- Undertake other duties as directed;

Team Participation:

- Contribute constructively and positively with Finance team;
- Work closely and cooperatively with all staff members;
- Engage positively with the wider School community;
- Ensure performance consistent with the ethos, aims and objectives of the School.

Customer Outcomes:

- Exhibit awareness of the need for sensitivity in dealing with all members of the Christ Church community together with those in the wider community;
- Identify and meet internal and external customer needs and ensure that agreed customer expectations such as timely and accurate responses are met;
- Deliver exceptional customer experiences.

EXPERIENCE AND QUALIFICATIONS

This position requires:

- Demonstrated high level of administrative skills
- Ability to maintain confidentiality of records and information;
- Demonstrated commitment to contributing to a positive and constructive team environment;
- Highly developed interpersonal skills and a demonstrated ability to successfully communicate and work with people at all levels;
- Demonstrated high level of organisational ability and initiative including capacity to set priorities and work to deadlines;
- Ability to work effectively in a busy environment.

SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Christ Church Grammar School takes child protection seriously, and as an employee of the School, you are required to meet the behaviour standards outlined in our Child Protection Policy and the Staff Code of Conduct, as updated from time to time.

Therefore, as part of your duties and responsibilities, you are also required to:

- Provide a welcoming and safe environment for children and young people

- Promote the safety and wellbeing of children and young people to whom we provide services
- Ensure that your interactions with children and young people are positive and safe
- Act as a positive role model for children and young people
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- Maintain a valid Working with Children Check
- Report to management any criminal charges or convictions you receive during your employment/volunteering that may indicate a possible risk to children and young people
- Participate in professional learning covering the Staff Code of Conduct and all school policies and procedures at least biennially

SALARY, TERMS AND CONDITIONS:

- The successful applicant will be employed under the Christ Church Grammar School (Support Staff Enterprise Bargaining) Agreement 2022
- Opportunity to further your career through PD and study considered
- Salary will be negotiated according to qualifications and years of experience