

# ACCOUNTS AND PAYROLL ASSISTANT

## POSITION DESCRIPTION



<b>Reporting to:</b>	<b>Assistant Finance Manager</b>
<b>Status:</b>	<b>Part time 0.4 FTE (2 days per week)</b>
<b>Tenure:</b>	<b>Ongoing</b>
<b>Salary:</b>	<b>General Staff Level 3</b>
<b>Prepared:</b>	<b>January 2024</b>

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## Position Context

Hume Anglican Grammar is an independent, multi-campus, co-educational and Anglican Diocesan School offering education from Prep to Year 12 in the Northern growth corridor of Melbourne. We aim to provide our students with an education that prepares them for the challenges of life, equips them to contribute to the community in an environment based on Christian values and at a cost affordable to as many families as possible. It is our fundamental belief that young people who are genuinely happy will engage, aspire, and thrive within our learning community. By establishing high standards in all that we do, every student is encouraged and supported to discover and fulfil their unique potential.

Hume Anglican Grammar has an open enrolment policy so educates children from many faiths and with a diverse range of backgrounds and abilities. It has a strong sense of inclusivity and a community-minded focus. We are a progressive school, not just in the development of buildings and grounds, but also in innovative thinking and advancements in our approach to teaching and learning. This is led by a group of dedicated and expert teachers who practise their craft with skill, and by building the strongest of relationships with our students. It is not by chance that we have young people who readily display warmth, humour and respect for one another and their teachers.

Since 2011, the School has occupied the Mt Ridley P-12 campus of 10 hectares, this site will ultimately have 1,428 students. In 2019, it opened an 8-hectare second campus in Donnybrook. Currently numbering 840 students, it will ultimately have an enrolment of 1,596 from Prep to Year 12. At Donnybrook, the Secondary school commenced last year so now has 280 Year 7 and 8 students. Each year as additional classes and year levels are added, it will progress to offer Year 12 in 2028.

In 2023, the School opened its third campus in Kalkallo, as a Primary (P-6) school and as feeder to the Mt Ridley and Donnybrook Secondary schools, it will follow a similar growth pattern to Donnybrook with eventually 588 students.

This year, the school has 2,678 students and employs some 270 staff - 185 teaching and 85 non-teaching. Currently, the student enrolment at each campus is at Mt Ridley 1,418, Donnybrook 868 and Kalkallo 392.

The school is on a growth trajectory and in 2025 is projected to increase to 2,912 students (Mt Ridley 1,428, Donnybrook 1,008 & Kalkallo 476) and ultimately have some 3,612 students (Mt Ridley 1,428, Donnybrook 1,596 and Kalkallo 588) with a corresponding cohort of teaching and general staff on its three campuses with plans for further expansion.

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## Purpose of the Position

The primary purpose of the Accounts and Payroll Assistant role is to support the Finance Team with a range of finance-related tasks such as payroll processing, invoicing, payments, reporting and general administrative support.

The Accounts and Payroll Assistant is a part of the Administration Staff and works collaboratively in a team environment to support and enrich their collective responsibilities. They promote a culture of mutual respect, encouragement and work with others in a professional, ethical and cooperative manner. The Accounts and Payroll Assistant supports and models the School's values and Christian ethos when dealing with all stakeholders. They serve as exemplary representatives of the School and promote its policies and exemplify its standards.

The Accounts and Payroll Assistant operates in collaboration with the entire Finance team and reports to the Assistant Finance Manager.

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## Nature of the Position

Regardless of which campus the Accounts and Payroll Assistant commences, in the future they may be required to perform part or all of the work at other locations. All paid and unpaid leave must be taken during non-term weeks. Hours of work are generally from 8:00am to 4:06pm including a 30-minute meal break.

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## Responsibilities and Duties

The Accounts and Payroll Assistant provide assistance to the entire Finance team contributing to a smooth and efficient Finance function across the school.

Roles and responsibilities will include:

- Undertake various operations of the accounts payable function such as purchase orders, checking/verifying and entering invoices, processing payments.
  - Undertake various operations of the accounts receivable function including running debtor charges and debt recovery assistance.
  - Assisting the Finance Officer in managing the bank reconciliation process and corporate credit cards to ensure accurate reconciliation and reporting.
  - Supporting the end-to-end payroll process for the school including providing assistance in maintaining the payroll database within the school's administration system (currently Synergetic)
  - Managing the current leave process including ensuring all leave taken are recorded in the Payroll Software and that it is in accordance with the Schools EBA
  - Provide general support and administration to the Finance team and ensuring completion of all required duties within scheduled time frames
  - Applying the School's Privacy Policy and Australian Privacy Principles in ensuring measures are employed to maintain the strictest level of confidentiality of staff information.
  - Contributing to the development and maintenance of the school's administrative systems and procedures to ensure efficiency and effectiveness.
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## Qualifications, Skills and Experience

### Essential

- 3-5 years experience in a finance or similar role
- Knowledge of the approaches to managing records and/or database management
- A sound level of technological literacy in a business environment including but not limited to the Microsoft Office suite
- Advanced knowledge of Microsoft Excel and Word
- Current Working with Children Check

### Desirable

- Post school qualifications in a related field
  - Experience using Synergetic Management Systems or any other Accounting and Payroll Software
  - Exposure to the practical application of the Australian Privacy Principles (APPs)
  - Experience in an education setting
  - Involvement in professional communities
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## Personal Qualities

- Demonstrates a passion and commitment to the vision and values of Hume Anglican Grammar.
- Excellent written and verbal communication and interpersonal skills to build and maintain strong relationships with staff, students, parents and the school community.

- A flexible approach to work and being adept at prioritising, operating under pressure and managing multiple tasks to meet strict deadlines.
- A high level of loyalty and discretion, and the capacity to maintain the strictest levels of confidentiality.
- Friendly, warm and caring demeanour.
- Outstanding attention to detail, and a personal sense of initiative, enthusiasm and high energy.
- Highly motivated with a passion for customer service, including an professional and empathetic phone manner and presentation.
- Ability to work autonomously and as part of a larger group as a supportive and collaborative team member.
- Cultivates trust, credibility, honesty and reliability.
- Good organisational skills, planning, analytical and high-order thinking capabilities.
- Ability to receive and respond to constructive feedback.
- Demonstrated interest in ongoing personal professional development.

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## Additional Information

### Confidentiality

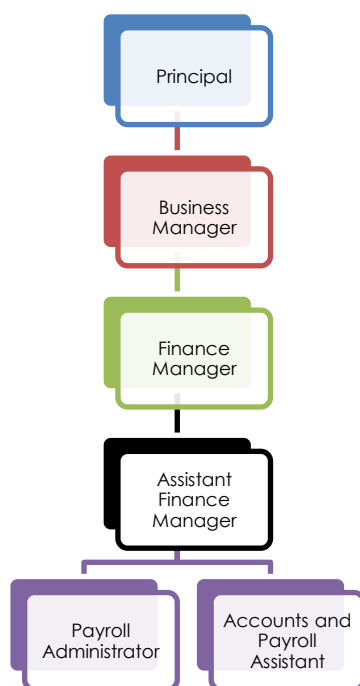
The Accounts and Payroll Assistant is bound by strict confidentiality requirements and must ensure that the confidentiality and privacy of individual staff members, parents and students is respected and maintained at all times.

**This Position Description may be altered from time to time to meet the operational needs of the School.**

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## Key Selection Criteria

1. Experience working in a similar role in a school or comparable setting.
2. Outstanding time management and organisational skills, including the ability to plan and take initiative.
3. High level communication skills (both written and verbal) and the ability to provide excellent customer service to build rapport with staff, visitors, parents and students.



*The above organisational chart shows only those positions immediately connected to the role.*