

Finance / Principals PA

ACS Job Description

Support Staff in Schools Collective Agreement

KEY OBJECTIVE:

- Work closely with the Principal as PA - Finance so as to support the role and function of the Principal.
- Maintain an approachable and consistent point of communication for the school community.
- Establish and maintain efficient and effective finance office management systems and procedures.
- Work as an effective and collaboratively team member.

Reports to:

Direct up: Principal and Deputy Principal

Liaise with: Senior lead team, learning team leaders, pastoral support, international education team, office/admin staff, caretaking staff, Board Chair/Deputy Chair, Proprietor CEO.

Grade:

This role sits within the Work Matrix at Grade: 5

Key Tasks - Generic	Outcomes
Perform all functions in a manner that supports the special Christian character of the school and maintains the culture of the school.	<ul style="list-style-type: none"> • Evidence of a consistent and purposeful support of the staff code of conduct, articulated values and expression of the school in all initiatives
Maintain personal well-being.	<ul style="list-style-type: none"> • Maintenance of support for the special character of the school. • Positive work-life balance is planned. • Open communication between yourself and the Principal (for clarity, issues should be discussed in a timely manner so as to facilitate solutions) where 'balance' is becoming challenged by work related expectations.
Perform all functions in a manner that supports the special Christian character of the school to both maintain and then enhance the culture of the school.	<ul style="list-style-type: none"> • Ideally, evidence of a consistent and purposeful expression of biblical Christian faith in your daily life. • Active support of the articulated values and expression of the school, and the staff code of conduct in all initiatives.
Carry out delegated responsibilities.	<ul style="list-style-type: none"> • All duties carried out with faithfulness and integrity.
Maintain and develop effective office management systems to support and improve the functions of the school.	<ul style="list-style-type: none"> • Smooth and effective systems related to office function are apparent and accessible by key personnel. • Non office related issues or perceived issues are referred to relevant SLT in a timely manner. • Systems constantly evolve as efficiencies or new ways of operating become available.
Maintain a structured, transparent and logical filing system of all school related information.	<ul style="list-style-type: none"> • All files and records are stored on the school computer network system only. • Paper based filing is systematic, tidy and up to date. • Confidentiality and security are maintained at all times.

	<ul style="list-style-type: none"> • All files are retained for the required length of time. • All files are immediately and freely available on request of: Principal, Deputy Principal, FINCOM members.
Reception/Front of House	<ul style="list-style-type: none"> • Phones are answered and visitors greeted appropriately. • Visitors are connected to appropriate staff with warmth and efficiency. • Support of daily attendance processing as needed. • Staff appointments/interviews are made as necessary. • The office, reception area and associated spaces are maintained in a clean, organised and attractive manner. • Flexible office cover is provided for others sickness etc
Principal's Assistant	<ul style="list-style-type: none"> • Requests by the Principal are prioritised and completed as appropriate in a timely manner. • Communication is clear, timely and informed. • School issues are brought to the attention of the principal as they become apparent – particular focus = finance. • Access to the principal for staff, parents, pupils is appropriately facilitated when the principal is not immediately accessible.
First Aid Responder	<ul style="list-style-type: none"> • Effective member of a team who respond to first aid issues. • Comprehensive first aid certification is maintained. • Response, treatment and triage is appropriate at all times. • Appropriate records are kept and incident details maintained on Kamar.
Health & Safety Procedures	<ul style="list-style-type: none"> • Support for hazard register, and accident/incident register is maintained and recorded on Kamar. • Issues are escalated to the principal as needed. • Coordination of budget issues with the caretaker staff to address property issues is timely, clear and effective. • Warden for Fire / Lockdown role is worked out according to school protocols.
Administration and Communication	<ul style="list-style-type: none"> • Effective communication and liaison between various sectors of the school community and external partners/contractors is provided. • Communication to the school community is maintained through SchoolApp, Website and emails. • KAMAR and other software/databases are maintained throughout the year. • Archives are maintained according to MOE guidelines each year. • Response to the changing dynamics and challenges within any given year is professional, focused and productive.

Archive management	<ul style="list-style-type: none"> ▪ New boxes added to register with destroy date and pick up for transfer to TIMG storage requested. ▪ Archive storage requirements detail how long to hold financials etc. ▪ List of boxes to be destroyed compiled for Board approval at end of each year. ▪ TIMG informed of Board approved disposal of records.
Key Tasks - Finance	Outcomes
Annual budget is prepared for FINCOM for the November Board meeting in collaboration with the Principal.	<ul style="list-style-type: none"> • All contracts and projected costs are confirmed for budget preparation for the following year. • Best pricing is obtained across all areas of operation. • Budget holders receive their approved budgets for spending for the year, order books and staff procedures by end of February. • Staff are informed of their budget spending throughout year from monthly Financials. • Order books are collected end of T3 when budgets close.
Process all payments, code and reconcile school working accounts and transactions monthly.	<ul style="list-style-type: none"> • All payments are loaded to Xero by 19 of each month. • Principal approves all payments by 20th of each month. • New suppliers are loaded to Xero accurately. • All payments are made on time each month. • Funding is coded with details attached for Auditor • Payments from Bank statement /balance are processed and uploaded to Xero to bring codes through to financials • Payments are coded with details attached for Auditor • Parent payments to school accounts are processed recorded to Kamar and batch reconciled to Xero. • Lease/Power/ Direct debts reconciled and details attached/retained. • Master card statements reconciled, receipts scanned to Xero and each transaction coded.
<i>Monthly Financials</i> – request and print for Principal and liaise with Accountants regarding any questions from Principal	<ul style="list-style-type: none"> • Principal has up to date accurate financial information including funding information from MOE portal.
Maintain and keep up to date all relevant data bases (eg. KAMAR, XERO, School accounts, Library Athenaeum) and communicate parent financial information on time to ensure highest possible recovery of fees and donations.	<ul style="list-style-type: none"> • All charges are loaded to parent records in KAMAR each term (liaise with staff re: sport, library, activities and trips) • Distinction between charges and donations is communicated clearly. • Statements for activity fees are sent to parents termly or as required. • Principal is kept up to date regarding outstanding fees. • 'Donation' receipts are emailed at end of year to families • All requests for information regarding activity fees and/or donations are responded to in a timely fashion.
Xero is maintained with all information required and new ways of working more	<ul style="list-style-type: none"> ▪ All records of Op's Grants, New Lease agreements are retained.

efficiently are investigated as they become available.	<ul style="list-style-type: none"> ▪ Monthly report of Invoices paid sent to FINCOM members. ▪ Debtors – invoices loaded monthly for approval and payment and collated information to support invoice i.e. Quotes/order forms etc recorded. ▪ Staff are reimbursed for payments made. Approved payment/receipts are scanned and uploaded to Xero. ▪ Sales –Cornerstone Pre-school is invoiced monthly for Power, Photocopier Lease and extra billing. • Hall Hirers and any other reimbursements owed to the School are invoiced by end of month.
<p><i>Banking:</i> Banking is done as required avoiding cash being held on site.</p> <p>Any cash on site is securely stored until banking it is able to be banked.</p>	<ul style="list-style-type: none"> • Cash received is receipted, recorded, reconciled and evidence of this retained for audit purpose. • Cash is banked as soon as practically possible. • Evidence of bank transactions retained for audit. • Cash is stored in secure location at all times. • Cash is received, receipted and reconciled by two people.
<p><i>Funds Management:</i> liaise with accountant regarding Funds coverage / Hold funds for maintenance /uncommitted funds/EOY.</p> <p>Send requests for changing Bank Accounts on Xero to Accountant.</p> <p>Contact person for Westpac Business – keep details of limits for Master cards approved by the Board.</p> <p>Insurance policies are maintained and renewed as required.</p> <p>Make insurance claims as needed.</p>	<ul style="list-style-type: none"> • Sufficient funds are always available in the operating account to cover all costs. • All new bank accounts or changes to existing bank accounts are suitable checked, confirmed, authorised and accurately loaded. • Westpac banking relationship is maintained. • All assets are insured • Insurance claims are made as necessary
<ul style="list-style-type: none"> • Auditor and MOE returns 	<ul style="list-style-type: none"> • Direct contact for school Financial Audit – yearly. • All required information is prepared for Auditors and loaded to their portal. • Meeting between Auditor, Principal and Board Chair are organised as required. • All auditor questions are answered on day of Audit. • Information from Payroll is coordinated for Auditors. • Final signoff of Audited accounts on time. • Submission of audited accounts to MOE via portal on time. • End of year audited financials loaded to website on time.
Procurement Processing	<ul style="list-style-type: none"> • Principal and staff are supported in purchasing required resources.

	<ul style="list-style-type: none"> Kitchen/staffroom and stationery supplies are maintained. Delegated budget codes are managed well.
End of Year processes are completed to finalise the current year and set up the following year for an efficient start.	<ul style="list-style-type: none"> Student leavers are processed Final activity statements are sent out Accountant receives end of financial year information by 31st December including: <ul style="list-style-type: none"> Income in Advance i.e. Camps/W.Vision etc Prepayments Stock takes i.e. Library Books Details of debtors/creditors outstanding List of Board Members New Lease information Board members honorariums are paid reflecting their attendance at meetings SLT , caretaker and relief organiser are reimbursed cell phone expenses x 2 yearly Pool grant invoice confirmed from CST Participation in office collation night
Keep Principal informed at all times of issues, changes and challenges	

Review date	Reviewed with	Next review	Signed

Position details:

- Permanent Part-time
- 20 hours per week/4 days a week - Monday – Thursday 9.00 – 2.30 with some flexibility
- Term time only with some extension at start (1 week prior to pupils starting and end (usually 3 days after pupils finish) of each academic year.

Person Specification

- Ability to take initiative and thrive on multitasking in a busy shared office
- Have a warmth of personality that engages many types of people including children from aged 5 to 15 years
- Be able to thrive under pressure and go the extra mile at pressure point times of the year
- Be computer savvy with the ability to learn and adapt quickly (XERO is the main accounting software, Apple is our platform and various school based databases keep it interesting)
- Sense of wisdom and maturity – and a sense of humour
- Experience and ideally training/qualifications in finance roles is required.
- High degree of attention to detail and accuracy.
- Deep sense of integrity and honesty.

- The ability to support the special Christian character of the school is a requirement. Christian faith, a love of Jesus, the bible and an expectation to live out faith daily is the heart beat our school. Any newly appointed person will need to be very comfortable in this environment. It is a joy to work in such a place...and our people are great!

This is an opportunity for an individual who is highly efficient and personable, is motivated and has demonstrated a service mentality through previous roles. The ability and willingness to openly express Christian faith in a supportive environment is desirable. A willingness to support the special Christian character of the school is required.

School office environments are by nature constantly interrupted. There is little chance of quiet, uninterrupted focused time. As such, the successful applicant will need to be able to operate in such an environment. It isn't for everyone but it is a great space to work in for those that are wired for such places.