



ROLE DESCRIPTION

1.0 POSITION TITLE: School Officer (Accounts Receivable)

1.1. Classification – Level 4

1.2. Hours – Full-time

2.0 PURPOSE / SCOPE OF POSITION – KEY RESULT AREAS

The purpose of the role of School Officer (Accounts Receivable) at Villanova College is to ensure efficient follow up and collections of accounts receivable of the college as well as an efficient, accurate and timely receipting.

2.1 Collaborative Practices & Partnerships

The role holder works collaboratively and in partnership with others, including internal and external stakeholders, in the execution and completion of duties and responsibilities.

2.2 Effectiveness & Efficiency

The role holder completes assigned tasks and duties effectively and efficiently in an appropriate and timely manner.

2.3 Commitment & Confidentiality

The role holder demonstrates commitment to the philosophy, ethos and aims of the College, giving due recognition to aspects of confidentiality relevant to the role and duties undertaken.

2.4 Spiritual Life of the College

The role holder participates in College liturgies and is a witness to the Catholic values of the College.

3.0 STATEMENT OF RESPONSIBILITY

The position of School Officer (Accounts Receivable) directly supports and assists the College Accountant as well as the Business Manager. The position involves collaborative working relationship with other finance office staff as well as liaison with other staff, both teaching and non-teaching, of the College. Tasks are performed independently with minimal general supervision. Following of College policies and procedures relevant to the role is of paramount importance.

This Duty Statement will be reviewed annually, as part of a professional development appraisal, in collaboration and partnership with Business Manager. The statement makes clear the day-to-day expectations of the position, taking into consideration needs of the finance Office.

4.0 DUTIES TO BE UNDERTAKEN

The position requires the role holder to undertake and complete the following activities and duties, but is not limited to them, and other duties may be allocated from time to time as required:



4.1 Debtor management

- Debt collection, including liaison with parents. Debt Collection is in accordance with School Fees Policy and procedures includes regular written and verbal follow up communication.
- Establishment and maintenance of parent payment arrangements (including management of direct debits), communication with parents and banking facilities.
- Maintain the established TASS database for general and confidential notes to create an audit trail of conversations, commitments and agreements with parents.
- Responding to all queries from parents, both written and oral.
- Prepare monthly outstanding debtors report for Business Manager.
- Assist Business Manager in the calculation of hardship concessions and preparation of letter/communications.
- Review list of potential participants in any paid additional co-curricular activities, advising the Business Manager if they have any existing outstanding accounts.
- Liaison with College's Debt Collection Agency

4.2 Banking

- Daily processing of BPay, electronic payments and direct deposits
- Daily receipting of:
 - Tuition fees and levies
 - Commercial debtors
 - Trading entities – Tuckshop
 - P&F banking in MYOB:

Second hand uniform shop

- Miscellaneous
- Sports Support Group banking:
 - Canteen
 - Miscellaneous
- Music Support Group banking
- Miscellaneous banking, ie fundraising, events, tours
- Enrolments

4.3 School and parent events and miscellaneous charges

- Managing set up, receipting and reconciliations associated with:
- College excursions, tours and events
- Parents events (including liaison with parents)
- Miscellaneous charges
- Utilising Parent Lounge / Trybooking account as required.
- Assisting College Accountant with International Carnival finances
- Managing Sports Support Group Mega Raffle



4.4 Other

- Reception relief duties, as required
- Other duties as requested by the College Accountant or Business Manager within your level of competency
- Supporting other finance office staff in their absence

5.0 ESSENTIAL SKILLS:

- Demonstrated experience in an accounts receivable role within a school or education sector.
- Ability to demonstrate the qualities of initiative, sensitivity, loyalty and an appreciation of the need for confidentiality and discretion.
- Ability to work under pressure and/or timeframes to plan and organise workload.
- Well-developed computer skills including the use of computerised accounting systems, spread sheets and other associated computer software (experience using TASS.web and MYOB will be highly regarded).
- Excellent communication and interpersonal skills, including the ability to address and relate well to a broad range of individuals, on a variety of levels.
- Ability to obtain a Paid Blue Card prior to commencement of employment.

6.0 AUTHORITY LIMITS

The position carries no inherent delegated authority regarding expenditure of funds or supervision of other role holders within the College. Expenditure of funds must be in accordance with approved budgets and appropriately authorised as per College's Delegation Policy.

At all times, the School Officer (Accounts Receivable) must act in accord with Villanova College Student Protection Policy. It is necessary that the role holder exercise judicious and prudent judgment in interactions with students.

7.0 REPORTING AND OTHER RELATIONSHIPS

The School Officer (Accounts Receivable) reports to the Business Manager and ultimately the Principal of the College.