



Position Description

Position Details

Position Title	Finance Officer (Accounts Payable and Procurement)
Department/s	Finance Department
Reporting to	Finance Manager
Key Liaisons	Finance Department, Staff, Suppliers
Employment Type	Full time (38 hours per week, Monday to Friday) – start and finish times negotiable between 7:00am and 5:00pm
Pay Classification	<i>Queensland Anglican Schools Enterprise Agreement 2021</i> School Officer Award Level 2
Last Review Date	January 2024

Our School

Hillbrook is a co-educational school of 900 students from Years 7-12, established in 1987. The School's motto, "In Balance We Grow" underpins life at Hillbrook, which prides itself a focus on quality teaching and learning and a specialisation in the nurturing of adolescents.

We aspire to provide all members of our staff and student body with support in a community environment. Hillbrook staff are encouraged to become involved in the collegial ethos of the school and are expected to support our core values.

The School Leadership Team (SLT) comprises the Principal, Deputy Principal, Head of Student Wellbeing, Head of Teaching & Learning, Chief Financial Officer (CFO) and a Chief Operations Officer (COO).

The Role

The Finance Officer (Accounts Payable and Procurement) assists the Finance Team and is responsible for undertaking accounts payable processes, purchase orders, reconciliations and reports, and other accounting support services, as required.

Key Responsibilities

The Finance Officer (Accounts Payable and Procurement) duties include:

- Maintain the Accounts Payable automation software (Alii) including preparation of purchase orders, processing of invoices and following up on approvals. Ensuring all items are approved and processed in a timely manner and prior to due dates.
- Maintain the supplier vendor masterfile in the school's financial system, The Alpha School System (TASS).
- Assist in the procurement process with guidance from the Finance Manager, CFO and COO. This may include obtaining quotes, making enquiries with suppliers as to availability, and following up on delivery of outstanding items.



- Assisting teachers and support staff with making online purchases, reimbursement requests and other purchasing questions as required.
- Process supplier invoices received (approximately 200-300 invoices per month) including matching invoice to purchase orders, following the school's approval process, general ledger coding, and GST treatment.
- Review supplier statements and follow up any outstanding invoices.
- Process payments to suppliers weekly by electronic payment using TASS.
- Follow school procedures to ensure security of payments through the EFTsure software.
- Coding of credit card transactions in the Flexipurchase software for the Finance and SLT corporate credit cards. Assisting the Accountant with the review and approval of transactions coded by other corporate card-holders.

General Accounting and Other Duties

- Assist the Accountant in reviewing clearing accounts on a monthly basis to ensure invoices have been raised as required and amounts have been allocated correctly.
- Maintain and reconcile petty cash as required (approximately 5-10 transactions per month).
- Other school administration duties to support finance and other areas during peak periods or staff absences. These will include basic accounts receivable tasks and assistance at school functions (during work hours).

Competencies

1. Qualifications and Certifications

- Certificate level III or other qualification in a relevant discipline (desirable), and subsequent school administration experience or a combination of education and training
- Mandatory possession of or eligibility for a 'Working with Children' Card

2. Knowledge and Experience

- Demonstrated Accounts Payable and data entry experience (essential)
- Excellent computer skills, including the ability to work with the Microsoft Office Suite (in particular, Word and Excel)
- Practical experience using Alii or similar accounts payable automation system (desirable).
- Practical experience using The Alpha School System (TASS) or similar school database system (desirable)
- Practical experience using Flexipurchase or similar corporate card system (desirable).

3. Competencies and Skills

- Demonstrated initiative, motivation, and organisation with the ability to work unsupervised, manage competing priorities, monitor progress, and meet operational demands
- Excellent interpersonal and professional communication (both written and verbal) skills to effectively collaborate with administrators, staff, and external stakeholders in an articulate and professional manner
- Exceptional attention to detail to ensure data integrity, accuracy, and privacy



- Ability to establish cooperative and positive working relationships to work as an effective team member or independently, in an agile and responsive manner
- Demonstrated professionalism and integrity, with the ability to maintain confidentiality and use discretion as required