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| Marian College Ararat |  |
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**Finance Officer**

| **Location: Marian College Ararat** |
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| **Classification: Finance Officer LVL 3** |
| **Reports to: Principal, Business Manager** |

| **STATEMENT OF DUTIES** |
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| **Commitment to Catholic Education**  | * An understanding of the ethos of a Catholic school and its mission.
* A willingness to support the College’s values, policies, and procedures.
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| **Finance Officer** | The Finance officer works under the direction of the Business Manager for financial and administrative support, working collaboratively with staff, students and their families, and the wider community. * Monitor and review annual budgets for income and expenditure.
* Assist Business Manager with preparing faculty budget accounts for distribution to Curriculum Leaders.
* Assist Business Manager with Preparation and maintain standard internal financial reports for presentation to the Principal, Finance Committee, the Stewardship Council and other individuals and groups as required.
* Liaise with and prepare financial returns and statements for College and Brigidine authorities, the Catholic Education Office, State and Commonwealth Governments (including the AFS).
* Assist with the College audit by furnishing all necessary documents and maintaining accurate records and reconciliations.

**Administration*** Ensure conformity with all Awards and Agreements applicable to all College Staff with regards to payroll, taxation, superannuation and Workcover and other relevant legislation, and to ensure that appropriate records for these activities are kept.
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| **Commitment to Child Safety** | * A demonstrated understanding of child safety
* A demonstrated understanding of appropriate behaviours when engaging with children.
* Be a suitable person to engage in child-connected work.
* Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check
* Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety.
* Assist in the provision of a child-safe environment for students.
* Demonstrate duty of care to students in relation to their physical and mental wellbeing
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| **General Duties** | * Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.
* Attend school meetings and after school services/assemblies, sporting events, mass, community and faith days as required by the Principal.
* Demonstrate professional and collegiate relationships with colleagues.
* Other duties as directed by the Principal.
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| **Skills/Attributes** | * Ability to work as part of a team.
* Excellent interpersonal and communication skills
* Good oral and written communication skills, including ability to communicate with children, parents, and the school community.
* Ability to develop and maintain strong working relationships with key stakeholders.
* Capacity to work to tight timelines.
* Proven capacity to work independently.
* Sound organisational skills including strong attention to detail.
* Proven time-management skills.
* Self-motivation
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