

Finance Officer

Classification:	Category C Level dependent on experience
Commencement	February 2026
Employment Status:	Full time or Part time Ongoing
Reports to:	Principal
Employment Terms:	Employment is in accordance with terms and conditions as outlined in the Catholic Education and Multi-Employer Agreement (CEMEA 2022)

Mercy College

Mercy College is a Catholic Secondary Girls' College with a proud and rich history of education in the local Coburg area and surrounding suburbs.

Guided by the Mercy values of Compassion, Excellence, Hospitality and Justice, we pride ourselves on fostering a community which empowers each student to be inquisitive, courageous and persistent. We respect, value and celebrate each student's unique gifts and all that they bring to our community.

Position Summary

The Finance Officer is responsible for the accounts receivable function across the College, which includes managing family and sundry accounts. This role will also support the Senior College Accountant with payroll and accounts payable functions and ensure that as part of the Finance Team, that financial operations are efficient and compliant with College policies.

In addition to finance management, the Finance Officer will assist Principal's Office with aspects of the College's Human Resources including leave management.

Child Safety

Mercy College is committed to the safety and wellbeing of our students. The College is committed to the protection of all children from all forms of child abuse. In this context, the College has implemented a comprehensive child safety program and processes which apply to all community members.

All staff appointed to the College are expected to take an active role in maintaining children's safety and have a demonstrated understanding of appropriate behaviours when engaging with children. Staff are also required to have a sound knowledge of their legal obligations relating to child safety under Ministerial Order No. 1359 Child Safe Standards.

Essential Duties and Responsibilities

Accounts Receivable

- School Fees and Charges
 - Establish and manage payment methods for all current and future families
 - Collect and process school fees and associated charges in accordance with College policies
 - Administer fortnightly and monthly payment arrangements, including credit card, direct debit and EFTPOS
 - Prepare and issue fee accounts in a timely and accurate manner
 - Finalise accounts for students exiting the College, including ceasing any additional funding sources
 - Process the Camps, Sports and Excursions Fund (CSEF) applications including following up with families who have indicated they have a current healthcare card
 - Apply fee relief decisions, as directed by the Principal
- Communications and Debtor Management
 - Respond to fee inquiries and provide assistance regarding payment arrangements
 - Follow up on overdue accounts and ensure all overdue discussions are recorded in debtor files
 - Liaise with families, when required, to arrange meetings with the Principal, Senior College Accountant or Executive Deputy Principal regarding Debtor Accounts or Fee Concessions
 - Ensure all accounts sent for debt collection are maintained and track their status
 - Liaise with the Senior College Accountant and the Principal to provide updates on the status of accounts sent to debt collection
- Other Receivables and Credit Cards
 - Collect and accurately account for all monies received, including fundraising and other College activities
 - Reconcile monthly credit card statements
- Banking
 - Ensuring all monies collected balance and are deposited accordingly
 - Oversee and manage the receipting of payments and ensure compliance with College financial procedures.
 - Conduct and process monthly reconciliations of all relevant accounts

Human Resources – Leave Management

- Employee Leave Management
 - Maintain and review employee leave entitlements, including personal leave, annual leave and time in lieu.
 - Maintain accurate records of staff leave, ensuring adjustments are recorded and tracked correctly.
 - Process Long Service Leave (LSL) applications, ensuring they are reconciled with the payroll system and general ledger.

Finance Team Support

- Support system and process improvements initiated by the College, contributing to the development and implementation of efficient financial processes.

- Perform other accounts receivable, general accounts, banking and administrative duties as required by the College to ensure the smooth operation of the finance department.
- Provide backup support to the Finance Team during absences or peak periods, assisting with key financial functions as needed.

Administration

- Actively articulate the school's vision and mission as a Catholic school, and use this as a wellspring in all discussion and decision-making;
- Is active as an individual and as a team member, to work towards the success of the school's Strategic Plan, providing support, stimulus and action as necessary;
- Communicate and exemplify to staff correct procedures and processes;
- Contribute to the development of College policies and procedures;
- Seek professional development to further his/her understanding of the vision and mission of Mercy College
- Assist with Reception coverage and sick bay monitoring when necessary
- Performs other duties as required by the Principal or her delegate.

General accountabilities for all staff

- Contribute to a healthy and safe work environment for self and others by complying with all safe work policies and procedures.
- Maintain currency of first aid, mandatory reporting and anaphylaxis training.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.
- Attend all relevant school activities and meetings as well as professional learning opportunities.
- Demonstrate professional and collegiate relationships with colleagues.

Selection Criteria

The successful applicant must be able to demonstrate the following:

1. Sound understanding of accounting principles and financial processes, with the ability to manage and reconcile financial data accurately.
2. Strong organisational, time management and record keeping skills, with an ability to prioritise tasks, meet prescribed deadlines and concurrently manage a number of competing tasks.
3. Exceptional interpersonal and communication skills (written and verbal) with ability to maintain relationships and confidentiality.
4. Demonstrated capacity for intercultural understanding and communication.
5. Competence with Microsoft Office and internet/web based platforms, as well as an understanding of database management.
6. Team approach and willingness to support administration and operational tasks.
7. Experience using any enterprise level financial software is desirable.

No position description can be entirely comprehensive. The incumbent will be expected to carry out such other duties as may be required from time to time and are broadly consistent with the position description and its status within the College.