

JOB DESCRIPTION –	
Position title:	Leadership Support [LDS] Assistant
Learning Support Area:	Finance
Grade:	Grade C
Reports to:	LDS Leader - Finance
Working relationships:	LDS Leader – Finance Human Resources Leader Senior Leadership Team School community and sector stakeholders

PURPOSE OF THE POSITION
To assist the LDS Leader so that assigned responsibilities, tasks and duties are accomplished successfully and efficiently in a timely way

KEY RESPONSIBILITIES	APPRAISAL INDICATORS
1 As a member of the staff of Alfriston College you will be familiar and comply with the School's Charter and policies	<ul style="list-style-type: none"> A personal portfolio of evidence indicating familiarity with and compliance to the School's Charter and policies is current and regularly maintained
2 Promotion of the AC Way	<ul style="list-style-type: none"> A shared understanding of and consistent engagement in the AC Way is evident in your practice and disposition
3 Provision of specific learning support services	<ul style="list-style-type: none"> Assigned learning support tasks are timely and are accurately, efficiently and collaboratively completed
4 Contribution to and compliance with the respective Learning Support Area Manual of Operations and Guidelines	<ul style="list-style-type: none"> Contribution to and compliance with agreed systems, procedures and guidelines is evident in everyday practice and disposition

TASKS and DUTIES	
Promotion of the AC Way	<ul style="list-style-type: none"> Engage with AC events as appropriate to the Learning Support Area Attend and participate in relevant AC PLD
Specific LDS tasks / duties	<ul style="list-style-type: none"> As per the signed attachment
General	<ul style="list-style-type: none"> Any other duties as reasonably required by the employer

GENERAL RESPONSIBILITIES	
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- On-going up-skilling of support staff
- On-going professional learning and development
- Health, safety and well-being of the Learning Support Area

DECLARATION	
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Signed by employee:	
Signed by employer:	
Date:	
Last Reviewed:	July 2017

Specific LDS tasks / duties – LDS Assistant – Finance	
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Maintain the accounts payables system including credit cards	<ul style="list-style-type: none"> • Review creditors invoices and order requests • Sort and match creditor invoices with appropriate backup documentation (Purchase order, Payment vouchers) • Ensure invoices are printed and entered in the Financial system (Stage 1) • Forward all Stage 1 invoices to the relevant budget holders to authorise the payment • Ensure all authorised Stage 1 invoices are signed off by LDS Leader - Finance • Process (Stage 2) all approved invoices into the Financial System • Prepare and process the approved payments i.e. weekly and monthly • Reconciliation of payments to creditor statements • Process and reconciliation of credit card expenditure • Prepare analysis of accounts • Monitor accounts to ensure payments are up to date • Resolve invoice discrepancies • Maintain purchase order system • Master payables file maintenance • Correspond with creditors and respond to inquiries • Provide on-going support to budget holders on ordering and invoicing requests and inquiries • Produce monthly creditor reports and accruals • Assist in payables month-end closing • Initiates the application of credit or trading accounts
Maintain the accounts receivable system including banking and receipts	<ul style="list-style-type: none"> • Obtain approval for invoicing International student fees and other receivables from LDS Leader - Finance • Prepare approved invoices and issue/ email invoices • Complete invoice posting to Ledger • Follow up collection and allocation of payments • Reconciliation of accounts as required by LDS Leader Finance

	<ul style="list-style-type: none"> • Monitoring customer accounts for non-payments, delayed payments and other irregularities • Maintain accounts receivable customer files • Communicating with customers via phone, email, mail • Liaise with LDS Leader – Property on billing and payment matters relating to facility hire • Assist in receivables month-end closing • Assist/maintain schedules for international students • Oversee student fees, payments and reporting requirements
<p>General accounting processing and reconciliations</p>	<ul style="list-style-type: none"> • Prepare journal entries and internal recharges for approval • Assist with monitoring and administration of the BYOD scheme • Assist with monitoring and administration of ACC reimbursement • Assist with monthly closings and preparation of financial statements • Reconcile balance sheet accounts • Prepare analysis of accounts as requested • Assist with year-end closings • Prepare PAYE returns • Lodge deposits to bank reconciliation • Provide support in the audit process • Ensure internal financial controls and procedures are adhered to • Clear and segregate finance mail and emails • Filing and archiving of financial records • Relieve cashier as required by the LDS Leader – Finance • Any other finance duties as directed by LDS Leader - Finance
DECLARATION	
Signed by employee:	
Signed by employer:	
Date:	
Last Reviewed:	July 2017