

JOB DESCRIPTION – Vincent Tan	
Position title:	Leadership Support [LDS] Assistant - Finance and Payroll
Learning Support Area:	Finance
Grade:	Grade C
Reports to:	LDS Leader - Finance
Working relationships:	LDS Leader – Finance 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

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

Specific LDS tasks / duties – LDS Assistant – Finance

<p>Accounts payables system including credit cards</p>	<ul style="list-style-type: none"> ● Reconciliation of payments to creditor statements ● Process and reconciliation of credit card expenditure ● Resolve invoice discrepancies if any ● Supplier Master file maintenance ● Correspond with creditors and respond to their 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 ● Process urgent creditor invoices and payments in absence of LDS Assistant responsible for Payable transaction ● Assist in as acting Cashier in the absence of LDS Assistant for cash transaction and receiving student's activity recoveries ● Process International student Home stay payments and any refunds ● Prepare and maintain International students' fees and home stay reconciliation
<p>Maintain the accounts receivable system including banking and receipts</p>	<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 ● 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>Payroll – Novopay/Edpay</p>	<ul style="list-style-type: none"> ● Check daily relief folder in outlook. Prepare weekly staff leave in spread sheet ● Enter weekly staff leave in Novo Pay online ● Validate and post Staff leave in Novopay online ● Prepare relievers spread sheet from the Reliver's Time sheet ● Enter weekly relievers hours worked in Novo Pay online ● Validate and post relievers hours in Novo Pay ● Forward all the above finalised reports to Finance Leader for review

	<ul style="list-style-type: none"> • Obtain all the reviewed reports and forward it to School Leader to sign off • Download SUE reports to Payroll Toolkit as soon as reports are available • Check all variances with data processed in Novo Pay • Enter all variances on the SUE report check list for the first and second draft • Investigate variances and if there is any action needed discuss it with LDS Leader -Finance • Print all reports as required including SUE report • Check all input with final SUE report and high light it on the report i.e. all types of leave and Relivers pay • Print all other reports listed on the Final SUE report check list • File all reports and forward it Finance Leader for review • Any other Novo Pay duties as directed by the LDS Leader -Finance
<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 ACC reimbursement • Reconcile balance sheet accounts • Prepare analysis of accounts as requested • Assist with year-end closings • Lodge deposits to bank reconciliation • Provide support in the audit process • Ensure internal financial controls and procedures are adhered to • 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:	August 2020