POSITION DESCRIPTION
FINANCE OFFICER

POSITION TITLE:	Finance Officer
DEPARTMENT:	College Administration
POSITION CLASSIFICATION:	School Officer – Level 3
TIME ALLOCATION/TERM:	Part Time: 30 hours/week - 43 weeks/year + FTE Annual Leave Possibility of Job Sharing
REPORTS TO:	Business Manager & Principal

OUR MISSION

To serve our community through high-quality education in a caring Christ-centred environment, empowering our students to shape a better world.

At St James Lutheran College, we seek to nurture and sustain a Christ-centred community where students, staff and families are supported to grow spiritually, emotionally and academically. The Finance Officer plays an important role in supporting this mission through the provision of accurate, ethical and timely financial administration, particularly in the areas of payroll and accounts payable.

Through the effective management of payroll processes, supplier payments, reconciliations and financial records, the Finance Officer contributes to the financial integrity, sustainability and operational effectiveness of the College. This role supports staff and external partners through professional service, clear communication and responsible stewardship of resources, reflecting the College's values of service, integrity, confidentiality and care for the whole community.

POSITION OBJECTIVES

The Finance Officer is a key member of the College's administrative and business support team and is responsible to the Business Manager and Principal for the effective delivery of payroll and accounts payable functions across the College. The role supports the ongoing operation of the College through the accurate processing of staff remuneration, supplier payments and related financial records, contributing to the College's financial integrity and sustainability.

The Finance Officer plays an important role in supporting the ethos of St James Lutheran College, as expressed in the College's Vision and Mission Statement, the Staff Handbook and as updated from time to time by the Principal. Through professional, ethical and service-oriented practice, the role contributes to a culture of trust, accountability and care, supporting staff and external partners through reliable and confidential financial administration.

The Finance Officer provides accurate information, advice and administrative support to the College Leadership Team and works closely with the Business Manager, Principal and relevant staff to ensure payroll and accounts processes are compliant, efficient and clearly communicated. The role involves the oversight of processes related to payroll and accounts payable, and the day-to-day management of transactions, reconciliations and enquiries that support College operations.

This role is guided by the principles of the Growing Deep Leadership and Formation Framework, particularly in the areas of faithful stewardship, service and collaboration. The Finance Officer supports the missional and operational direction of the College by exercising care, discretion and professionalism in the management of sensitive personal and financial information, in alignment with the values and expectations of Lutheran education. The role may be undertaken on a job-

share basis, requiring clear communication, collaboration and shared accountability to ensure continuity and accuracy of financial processes.

KEY RESPONSIBILITIES

Payroll Administration and Employee Remuneration

- Coordinate and administer end-to-end payroll processes for all staff, ensuring accurate and timely preparation, processing and completion of authorised pay runs.
- Verify and process timesheets, variations, allowances, leave and other payroll inputs, ensuring approvals are obtained and records are complete.
- Maintain accurate and confidential employee payroll records, including leave entitlements, deductions, taxation and superannuation details.
- Process superannuation contributions in accordance with legislative requirements, including onboarding and exit reporting, reconciliations and remittances.
- Liaise professionally with staff regarding general payroll enquiries, entitlements and discrepancies, providing clear and timely advice.
- Work closely with the Business Manager and relevant leaders regarding appointments, terminations, leave balances and payroll reporting.
- Support the induction of new staff by ensuring payroll documentation is completed accurately and staff are briefed on payroll processes.
- Interpret and apply the relevant Enterprise Agreement, Awards and industrial requirements in payroll processing.

Accounts Payable and Supplier Management

- Administer the day-to-day processing of accounts payable transactions, ensuring supplier payments are accurate, authorised and processed in a timely manner.
- Verify invoices through matching to purchase orders, confirmation of receipt of goods or services and validation of calculations.
- Maintain accurate supplier records and manage creditor accounts, including reconciliation of supplier statements.
- Prepare and process payment runs in accordance with College financial procedures and delegated authorities.
- Process and reconcile College credit card transactions, ensuring appropriate documentation and compliance with College policies.
- Communicate professionally with suppliers to resolve account enquiries and discrepancies.

Reconciliations and Financial Integrity

- Undertake regular reconciliations related to payroll, accounts payable and associated control accounts, identifying and resolving discrepancies promptly.
- Support accurate recording of transactions into College financial systems in accordance with internal controls and reporting requirements.
- Assist the Business Manager with end-of-period processes, audits and financial reporting as required.
- Contribute to maintaining strong financial controls, consistency and continuity of processes, particularly in a shared-role environment.

Systems Use and Record Management

- Use College finance and payroll systems to support accurate transaction processing, record keeping and reporting.
- Ensure financial and payroll records are accurate, complete and managed in accordance with College policies, privacy obligations and legislative requirements.
- Maintain clear documentation of processes and workflows to support continuity, handover and job-share arrangements.
- Generate reports and summaries as required to support operational oversight and decision-making.

Communication, Service and Relationships

- Act as a key point of contact for payroll and accounts payable enquiries, providing clear, professional and confidential communication.
- Support positive and respectful working relationships with staff, suppliers and external service providers.

- Work collaboratively with College staff to ensure consistent application of financial processes and accurate information sharing.
- Represent the College professionally in all financial and payroll-related interactions.

Policy, Compliance and Professional Practice

- Ensure payroll and accounts payable practices align with College policies, legislative requirements and ethical standards.
- Support the implementation, review and continuous improvement of finance-related policies and procedures.
- Maintain professional competence through ongoing learning relevant to payroll, finance administration and College systems.
- Participate in meetings, planning processes and performance review activities as required.

Other Duties

- Undertake other duties as directed by the Business Manager or Principal, consistent with the scope, responsibilities and classification of the position.
- Provide general administrative support as required during peak operational periods or to ensure continuity of College operations.

PESRON SPECIFICATION

The Finance Officer will model and promote the vocational practices and professional capabilities articulated in the Growing Deep Leadership and Formation Framework, as they apply to service, stewardship and relational professionalism within a Lutheran school context. While this is not a formal leadership position, the role requires initiative, sound judgement and the capacity to exercise delegated authority in supporting the College's payroll, accounts payable and financial integrity.

Vocational Practices

Serving the Formation and Work of Others

- Model servant-hearted professionalism through reliable, responsive and respectful engagement with staff, colleagues and external partners.
- Support the work of College leaders and staff by ensuring payroll and accounts payable processes are managed accurately, consistently and with care.
- Demonstrate discretion, confidentiality and good judgement in managing sensitive personal and financial information.

Strengthening Community through Service

- Build positive, trusting and professional relationships with staff and suppliers through dependable and respectful financial administration.
- Communicate clearly, calmly and professionally regarding payroll, payments and related processes, including in complex or sensitive situations.
- Contribute to a culture of trust, transparency and shared responsibility through accurate, ethical and timely financial practice.

Deepening Lutheran Identity

- Support and uphold the Christian ethos and values of St James Lutheran College in daily work and interactions.
- Demonstrate respect for the Lutheran understanding of vocation, service and stewardship.
- Contribute to a Christ-centred culture by acting with integrity, compassion and care, particularly when supporting staff in relation to payroll matters.

Supporting College Operations through Financial Administration

- Administer payroll and accounts payable processes in a manner that supports the College's mission, operational effectiveness and financial sustainability.
- Respond thoughtfully and professionally to payroll and financial administration challenges, recognising their personal, operational and compliance implications.
- Support College priorities through accurate record keeping, clear processes and timely communication.

Stewarding Resources and Processes

- Exercise sound judgement and ethical responsibility in the administration of payroll, supplier payments and financial records.
- Maintain accurate and secure financial records in accordance with College policies, legislative requirements and privacy obligations.
- Support transparent and accountable financial processes, recognising their role in responsible stewardship of College resources.

Professional Capabilities

The Finance Officer will demonstrate:

Growing Oneself

- Emotional self-regulation, resilience and the ability to remain calm and professional in time-sensitive or high-responsibility contexts.
- Openness to feedback and a commitment to ongoing professional learning in payroll, finance systems and compliance.
- A reflective approach to work, with a willingness to adapt and improve practice.

Engaging the Community

- Integrity, professionalism and discretion in all interactions.
- Strong interpersonal skills, including active listening and respectful communication with staff and external stakeholders.
- The ability to work constructively with a diverse range of colleagues and service providers.

Exercising Autonomy and Responsibility

- The capacity to work independently, manage competing priorities and make informed decisions within delegated authority.
- Strong organisational skills and attention to detail.
- Initiative in identifying issues, improving processes and supporting effective College operations, including within a job-share arrangement.

Focusing on Quality Outcomes

- A commitment to accuracy, consistency and reliability in all aspects of payroll and financial administration.
- The ability to problem-solve effectively in dynamic and compliance-sensitive situations.
- A focus on supporting positive outcomes for staff and the College through high-quality financial administration.

KEY SELECTION CRITERIA

1. **Commitment to Christian Education**
   Demonstrated understanding of, and commitment to, the Christian ethos and values of Lutheran education, including a service-oriented, ethical and respectful approach to working with staff, colleagues and external partners.
2. **Payroll and Finance Administration Experience**
   Proven experience in payroll processing, accounts payable, finance administration or a comparable role requiring high levels of accuracy, confidentiality and professional judgement.
3. **Communication and Relationship Skills**
   Well-developed interpersonal and communication skills, with the ability to engage clearly, respectfully and professionally with staff, leaders, suppliers and external agencies, including in sensitive or confidential situations.
4. **Organisation, Judgement and Accuracy**
   Strong organisational and time management skills, with the capacity to manage competing priorities, exercise sound judgement and maintain accurate and compliant financial records.
5. **Systems Use and Professional Autonomy**
   Demonstrated competence in the use of payroll, finance or accounting systems and standard office software, with the ability to work independently within delegated authority, follow established controls and adapt to College systems and processes.

QUALIFICATIONS

Essential:

- Relevant qualifications or demonstrated experience in finance, payroll, accounting or business administration, or a related field.

Desirable:

- Experience working in a school or education setting.
- Experience processing payroll within an Enterprise Agreement or Award environment.
- Experience in accounts payable, reconciliations and financial reporting support.
- Working knowledge of school administration and finance systems such as TASS, or the ability to quickly develop proficiency in College systems.

WORKING ARRANGEMENTS

The Finance Officer is a non-teaching support position operating in accordance with the Queensland Lutheran Schools Single Enterprise Agreement and College operational requirements.

A revised and specific working arrangements letter will be issued annually, outlining term dates, working hours, professional learning days and any agreed variations to hours. The role requires flexibility to meet the operational needs of the College, particularly during peak periods such as payroll cycles, end-of-month and end-of-year processing, audits and major College events.

The position may be undertaken on a job-share basis. Where this occurs, clear communication, documentation and collaborative practices are required to ensure continuity, accuracy and compliance of financial processes.

Additional hours may be required from time to time to ensure continuity of College operations and to meet critical deadlines. Where this occurs, arrangements will be managed in accordance with applicable industrial agreements and College processes.

Leave is expected to be taken, wherever possible, during school holiday periods, with consideration given to operational requirements and key College timelines.

WORKPLACE CULTURE, HEALTH AND SAFETY

The Finance Officer contributes to a workplace culture that reflects the values of love, justice, compassion and humility, as outlined in the Growing Deep Leadership and Formation Framework. Through professional conduct, respectful communication and service-oriented practice, the role supports a positive, safe and collaborative working environment for staff and the wider College community.

The Finance Officer will ensure that payroll and financial administration practices are carried out in accordance with legal and ethical requirements, including confidentiality, privacy, financial probity and child safety obligations. The role requires consistent professionalism, integrity and care in the handling of sensitive personal and financial information.

St James Lutheran College is committed to child safety and student protection. We have zero tolerance for child abuse and are dedicated to ensuring the safety, participation and empowerment of all children and young people. Our recruitment, selection and human resource practices reflect this commitment and are strictly adhered to during the application and interview process. Applicants should be aware that working with children checks, police record checks and referee checks, as required, will be undertaken to determine suitability for child-connected work.