



Position Description

Position Title	HR, Payroll and Finance Administration
Organisation	Catholic Education Sandhurst Limited (CES Ltd)
School	St Monica's
Location	<i>Kangaroo Flat</i>
Enterprise Agreement and or Award	Victorian Catholic Education Multi-Enterprise Agreement 2018
Classification	Education Support Level 3 Category C
FTE	1.0 FTE
Status	Ongoing
Reports to	Principal

Our Organisation

Catholic Education Sandhurst Limited (CES Ltd) is committed to the mission of Catholic Education across the Diocese of Sandhurst. With a rich history dating back to 1853 the Diocese reaches from Central to Northeast Victoria. The organisation supports more than 3000 employees in 52 schools and 2 early childhood facilities. It also provides support to 4 secondary colleges owned and operated by Religious Institutes.

CES Ltd participates and cooperates in the work of the Catholic Education Commission of Victoria Ltd (CECV), which has key responsibilities for the allocation and distribution of government funding, facilitating cooperation across the four Victorian Dioceses, and in working and cooperating with government statutory authorities.

The Chief Executive Officer of Catholic Education Sandhurst is appointed by the Board of CES Ltd to support the administrative, organisational, and service matters to Catholic schools within the Diocese.

The Chief Executive Officer and all delegations via that position operate within the parameters of Canon Law and the Catholic Church structures and processes. CES Ltd is the employing authority for its schools and acknowledges and respects the role of Parish Priests within the Parish communities in which schools are located and supported.

Our Vision

The vision for CES Ltd is to provide, in partnership with our families, stimulating, enriching, liberating, and nurturing learning environments in each of the Catholic school communities within the Diocese.

At the heart of this vision is our commitment to the ongoing duty of care that we have for the safety, wellbeing and inclusion of all children and young people.

We believe:

- That the values of the Gospel are central to who we are, what we do, and how we act
- That we have a vital role in the mission of the Catholic Church to imagine and seek new horizons while respecting our Tradition
- That a strong sense of community is dependent on the quality of our collegial relationships
- That each person's potential is fostered through the dedicated ministry of Catholic Education
- In leadership encompassing vision, innovation, and empowerment

Our Values

CES Ltd Values underpin and reflect the behaviours we expect of our staff:

Principles of Catholic Social Teaching

The identity of the Sandhurst Catholic School reflects the principles of Catholic social teaching, grounded in the person of Jesus, and interpreted and enacted for the "common good" in response to the "signs of the times".

These principles require that the dignity and potential of each person be fully respected within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

Respect

Respect for the dignity and potential of each person within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

Partnerships

The Sandhurst Catholic Schools do not function in isolation. In attending to the religious dimension of education, the most fundamental partnerships are those with parents/guardians and with local Catholic faith communities. The school is part of the wider Church community.

Faith

The tasks of evangelisation, catechesis and religious education are shared by home, school and parish, with each having its own distinct contribution to make in a sense of genuine partnership.

School Summary

St Monica's was built by Dr Henry Backhaus in 1860. In 1920 the Sisters of Mercy took over St Monica's, with 58 pupils enrolled.

The school is situated in the Bendigo suburb of Kangaroo Flat. St Monica's offers the local community a comprehensive curriculum that supports and empowers its students to become independent, socially aware, lifelong learners.

St Monica's has a dedicated, committed, and caring staff who believe the profession is a call to service. Catholic Social Teachings give our students opportunities to support others who are locally and globally less fortunate.

Position Summary

The role of Human Resources, Payroll and Finance Administration is to provide various levels of administrative support for the school.

Key Responsibilities

General Administration	<ul style="list-style-type: none">• Responsible for delivering general administration of the school office• Provide front office support as required (including telephone, general customer service, walk in queries and student requests)• Compile and create communications as required including weekly school newsletter• Provide support and assistance to the Principal and school staff• Oversee the following programs- CDF Pay, Enquiry Tracker, SIMON, and the school website
Payroll Processing	<ul style="list-style-type: none">• Processing fortnightly payroll and salary related payments (including superannuation payments) in the payroll system• Comply with the timelines and reporting requirements to efficiently administer process and maintain the school's payroll system in a timely and accurate manner.• Ensure personnel record system and online staffing records is updated for leave and other changes• Ensure payroll records are accurate and maintained monthly and that employees are paid on time, correctly, and entitlements are paid and recorded according to legislation, awards, policies, best practice, and legislative requirements• Ensure payroll deductions are completed in a legislatively correct manner (including salary packaging, etc)• Ensure all super contributions, union fees and salary packaging payments are forwarded to the appropriate funds as required• Confirm salary reconciliations ICON and report group method

	<ul style="list-style-type: none"> ● Enter new employees into the Payroll system/OSR and update details as required (including updating work patterns for part time staff) ● Provide accurate reports regarding staffing when required ● Prepare annual STP Finalisation ● Complete the annual FBT return ● Process Workcover claims under the direction of the Principal as required. ● Participate in ICON Rollover annually ● Complete the OSR confirmation process bi-annually
HR Support	<ul style="list-style-type: none"> ● Work with school leadership and CES Ltd HR and Recruitment Team to support and coordinate the school recruitment process including development of position descriptions, recruitment advertisements and interview guides. ● Work with CES Ltd HR and Recruitment Team to arrange placement of recruitment advertising ● Advise staff and the principal of the employment conditions and liaise with CES Ltd People and Culture department for advice as required ● Update increments and complete salary assessments ● Prepare, complete, and distribute staff employment contracts and onboarding documentation ● Enter new employee onboarding documentation into the payroll system and other systems as required ● Create variation letters as required ● Coordinate the staff induction process ● In conjunction with the CES Ltd ER/OH&S Team coordinate WorkCover claims and related payments ● Ensure employee files are current and well maintained, including the VIT register and Working with Children Check register ● Responsible for Management of Complispace for the school ● Coordinate staff census ● Responsible for maintaining Emergency Teacher List ● Responsible for Contractor Management System for the school
Finance Management	<ul style="list-style-type: none"> ● Prepare monthly Business Activity Statement ● Coordinate bank reconciliations on a cyclic basis for all school accounts, including (but not limited to) the general bank account, credit card and term deposits ● Complete the monthly reconciliations for balance sheet items including the asset register, GST and payroll liabilities ● Update asset register as required ● Prepare monthly financial statements for review including profit and loss statement, balance sheet and associated documentation ● Preparation of all financial documents for annual financial reporting and external audit (including end of month AFS report)

	<ul style="list-style-type: none"> ● Receive and receipt monies payable to the school, including fundraising monies, ensuring appropriate cash handling and banking procedures are maintained ● Generation of all invoices including school fees, associated charges and sundry items ● Maintain an adequate internal control system to ensure that the school operates in an orderly, efficient and cost-effective manner, ● Ensure all financial transactions are supported by adequate documentation and are recorded correctly and authorised by appropriately delegated staff ● Ensure all transactions are recorded in the financial year in which they are paid or receipted ● Maintain all spreadsheets as required by CES Finance Department ● Establish and maintain a chart of accounts as per DEEWR and CECV requirements ● Report and update the current financial position of the school including, but not limited to, expenditure, budget variance, bank balances, reports, fee collection, current deadlines and any current issues. ● Participate in the annual audit process
Student Data Support	<ul style="list-style-type: none"> ● Create and maintain school and student data files, as mandated by legislative bodies ● Complete student census ● Assist with administration of student attendance data, if required ● Set up debtor fee generation processes for new students and ensure timely processing of invoices to parents ● Receipt and track debtors and ensure accurate invoicing for parents who have elected to pay separately ● Send out statements each term ● Complete receipts weekly
Emergency Response and First Aid	<ul style="list-style-type: none"> ● Understand emergency procedures, school policies and legal requirements associated with providing a safe environment ● Assisting first aid as required

Carry out all other duties that are within the limits of the skill, ability, competence, and training of the employee, and aligned with the requirements of the role as may be directed from time to time.

Mandatory Responsibilities and Requirements

Compliance with CES Ltd Policies and Procedures

- All CES Ltd policies and procedures are available in either CompliSpace and/or the Staff Portal. It is expected that all employees of CES Ltd must ensure that they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breaches in compliance may result in disciplinary action.

Compliance with Occupational Health and Safety

- All CES Ltd employees have a responsibility to take reasonable care of their own health and safety along with the safety of others. It is expected that all employees comply with policies, safe work procedures, instructions, and rules of CES Ltd’s OH&S Management System.
- All employees must report any hazards or any other health, safety, or wellbeing issues to their team leader/principal. There is also an expectation that employees will actively eliminate hazards, follow instructions, and participate in training and consultation processes.
- All employees who have responsibility to supervise /lead others have additional responsibilities including ensuring that employees have clearly defined safety roles and responsibilities, addressing OH&S issues immediately, be aware of tasks being undertaken by employees and ensure that they have the skills required to perform tasks safely, ensuring training is provided to address any knowledge or skills gaps for performing work safely, ensuring clear policies and procedures are implemented as well as holding regular OH&S meetings with employees and managing non-compliance.
- Depending on the role some employees will be required to provide evidence of successful completion of First Aid Certificate inclusive of Anaphylaxis training prior to commencing employment with CES Ltd.

Compliance with Child Safety Legislation

- CES Ltd is committed to creating and maintaining a child safe school environment in which all students feel safe and are safe. They do this by promoting the safety, wellbeing, and inclusion of all children. All CES Ltd employees have a responsibility to comply with current Child Safety legislation. This includes keeping up to date with relevant mandatory reporting requirements and maintaining a valid working with children check or VIT registration. CES Ltd are committed to ensuring the safety of children in our care, as such rigorous reference and background checks are conducted at the pre-employment stage. All staff are also expected to comply with the Child Safety Code of Conduct as amended or varied from time to time.

Key Selection Criteria

Essential	Qualifications and Registrations	<ul style="list-style-type: none"> • Certificate IV or above in Business, Accounting, Human Resources or similar field • Satisfactory national police record check • First Aid Certificate • Anaphylaxis Certificate
	Knowledge and Experience	<ul style="list-style-type: none"> • 3-5 years’ experience in Human Resources, Finance, Accounting or Payroll • High level ability to analyse HR or Payroll information • High level ability to analyse financial data • Demonstrated understanding and experience in human resources or recruitment

		<ul style="list-style-type: none"> • Demonstrated understanding and experience in financial management and accounting practices (including debtors and creditors) • Experience in databases and data entry
	Commitment to Catholic Education	<ul style="list-style-type: none"> • Demonstrated commitment to Catholic Education and Catholic Identity along with an understanding and willingness to work within the Catholic ethos, traditions, and practices of the Diocese of Sandhurst.
	Commitment to Child Safety	<ul style="list-style-type: none"> • Willing to undergo or provide a current and satisfactory working with children check
	Skills and Attributes	<ul style="list-style-type: none"> • Excellent analytical skills • Excellent oral and written communication skills • Excellent organisation and time management skills with proven ability to complete multiple tasks • Ability to work both within a team as well as independently • Ability to learn new databases quickly • Highly developed word processing and computer skills including a high degree of proficiency within the Microsoft Suite including Microsoft Word, Excel, PowerPoint, and Google applications. • Proven ability to maintain high levels of confidentiality while exercising judgment, sensitivity, and discretion. • A personal approach which is highly motivated, self directed and friendly
Desirable		<ul style="list-style-type: none"> • Experience using SIMON/PAM • Experience in utilising payroll systems