



POSITION TITLE: Finance and Administration Assistant

REPORTS TO: Joint reporting lines to the Finance Manager and Director of Operations

TIME ALLOCATION: Full Time

Position Contribution

Wesley College is a Uniting Church Residential College for young men and women who undertake full time study at the University of Sydney. Wesley has a well articulated Vision, Mission and Values statement, which reflects our commitment to fostering a vibrant community of learning and personal growth and ensuring that we act responsibly and display respect to others. The historic College residence and grounds are home to over 270 students.

The role reports jointly to the Finance Manager and the Director of Operations and is one of three administrative support roles at Wesley College. This position provides financial and payroll support to the Finance Manager and also provides wider administrative support to the Organisation. The role requires a customer focus, good teamwork, sound financial skills, and strong organisational skills.

Relationships

The following are key relationships/stakeholders associated with this position:

- (a) The Master's PA
- (b) Registrar
- (c) Development Manager
- (d) Maintenance Manager
- (e) Resident Students of the College

Principal Accountabilities and Duties

Financial skills:

- Accounts receivable including daily banking and allocation of College fees
- Processing invoices and recording payments
- Checking bank statements, assisting with bank reconciliations and journals
- Periodic billing (quarterly)
- Follow procedures and protocols for finance delegations / internal control procedures
- Credit card and expense claims processing
- Debt collection- quarterly, including narratives around circumstances for late payment
- Managing refunds and adjustments of payments/deposits for students
- Assistance in producing monthly, quarterly and annual reporting
- Payroll process – small payroll - high level of accuracy and timeliness
- Help to streamline and improve finance and office administration processes eg journals and reconciliations

Office Administration:

- End of year room checks and follow-up on bond deduction payments.

- Confidence on the telephone to speak with students and parents and other external stakeholders, draft and respond to emails
- Assist the Director of Operations with contract management and file management for suppliers
- Document production in word, power point and excel for the Director of Operations including schedules and checklists for maintenance
- Manage office supplies cost effectively
- File management and archiving, photocopying
- Meeting Minutes
- Undertake other tasks and duties as required by the Finance Manager and Director of Operations
- Other general administrative tasks as necessary for the administration team

Key Performance Indicators

- Completion of all planned activity, reactive/adhoc tasks to a high standard within required timeframes and budgets
- Feedback from key stakeholders on quality, timeliness and delivery of work, demonstrating a customer service focus such as response time to external and internal queries
- Quality of document production, plans and schedules
- Ability to juggle multiple tasks and deadlines to deliver quality service and outcomes.

An annual performance review will be conducted by the Finance Manager and Director of Operations.

Key Skills Experience and Attributes

- Appropriate practical skills with 2-5 years experience ideally in Accounts and office administration
- A financial degree or similar qualification
- StarRez (database) – high level of capability (can be learned once commenced in role)
- MYOB – moderate to high level of skill (if retained as a software program);
- Excel - moderate to high capability
- Word – moderate level of capability to assist with preparing reports/document production
- Pre-requisite is strong organisational ability including management of own time
- Displays initiative, self-starter, willingness to contribute to small projects and at peak times to assist Directors or other team members
- Confidence on the telephone to speak with students, parents, contractors/partners and other external stakeholders.
- Ability to communicate effectively in written form to internal and external stakeholders
- Demonstrates a passion for customer service
- Commitment to positive and constructive working relationships, and participation in College processes, events and development activities
- Participation in staff development and skills training activities as required for role
- Practice appropriate levels of confidentiality for all financial and payroll information
- Commitment to the goals and strategic direction of Wesley College
- Understanding and acceptance of the polity of the Uniting Church