



# The Armidale School

## Position Description

1. POSITION: **Clerk – Accounts Payable** (Part-Time Position)

2. **Position Objective**

To perform various book-keeping and administrative tasks in order to facilitate and implement the effective day to day procedures of the Business Office.

3. **Key Responsibility Areas** The duties relative to this position include:

**A. Finance**

- Collate and match purchase order forms and corresponding invoices.
- Ensure the validity of the above documentation.
- Record information on the Accounts Payable Module of the Finance Software Package
- Process computerized cheque payments in a correct and timely manner.
- Ensure urgent payments are made as required.
- Maintain appropriate filing of all accounts payable documentation
- Be responsible for accurate record keeping relating to GST requirements
- Record, issue and maintain all debtor accounts with the School for areas such as tuition fees, school levies, event involvement, maintenance reimbursement and facilities hire arrangements.
- Paying, recording and reconciling Petty Cash System
- Assist the School Bursar with the required periodical reconciliation

**B. Administrative**

- Provide general team support to the Administration Centre where needed and required.
- Act as Backup Receptionist during breaks, relevant school holiday periods and other times as required.
- Provide support to School retail/trading areas, as required.
- Assist with the organization and setting up of School functions.
- Provide the Bursar and/or Business Manager with administrative support as required.

4. **Organisational Relationships**

**REPORTS TO:** *Business Manager (under the direct supervision of the Bursar)*

**INTERNAL LIAISONS:** *Headmaster, Deputy Headmaster, Teaching and Non-Teaching staff of the School, Parents and Friends Association and Board Members*

**EXTERNAL LIAISONS:** *School's Auditor, School's Banker, Government Departments and Instrumentalities, Suppliers.*

5. **Accountability & Extent of Authority**

*The positions' accountability and extent of authority will be as follows:*

- The position must ensure that it operates in accordance with the specific objectives and strategies determined for the effective management of the School's

resources and ensure decisions made by the position are subject to review by the Business Manager.

#### **6. Judgement & Decision Making**

*Judgment and decision-making will be within the ambit of the following:*

- *The position is required to carry out work in accordance with the specialized methods, procedures and processes developed from previous operations. However, the position is required to improve and develop methods and techniques and apply these to new situations in order to improve the efficiency and operation of the School's financial resources. In this respect, the Business Manager and Bursar are available for guidance and advice on the process.*

#### **7. Skills, Knowledge & Selection Criteria**

The skills and knowledge required to perform the duties of the position are as follows:

- A decisive understanding of window's based financial and administration software packages.
- A thorough and diverse knowledge of various computer software programs, including Microsoft Word and Excel.
- The ability to readily acquire knowledge and understanding of School specific functions, policies and procedures.
- Excellent interpersonal skills, being able to positively interact with all members of the School Community and those external individuals/agents who work with the School.
- An ability to gain cooperation and assistance from the School's teaching and non-teaching staff in order to achieve well-
- defined objectives for the financial management of the school.
- Well-developed communication skills, particularly in respect to interviews, telephone discussions, report and letter writing.

#### **8. Qualifications**

The qualifications and experience required for the position include:

- A current motor vehicle driver's license.
- A Diploma of Book-keeping/Financial Studies (or appropriate years experience in operating and maintaining computerized accounting systems and procedures) is preferred but not strictly required.
- Well-developed computer skills in the areas of computerized accounting systems, spreadsheets and other associated
- computer software.
- Knowledge of the operation of a Secondary Education Facility would be a distinct advantage.

#### **9. Management Skills** The required management skills include:

- Managing time, setting priorities and planning and organizing one's work together with contributing to the priorities determined by the financial operations of the School.

#### **10. Conditions of Employment**

The successful applicant will be employed in accordance with the terms and conditions of **The Armidale School Support Staff Certified Agreement** (or such agreement which replaces it from time to time).

EP Bradley  
Business Manager  
January 2010