



ST MARY STAR OF THE SEA CATHOLIC SCHOOL

Johnston Street Carnarvon WA 6701

SCHOOL BURSAR

This is a fulltime, on-going position commencing 01/01/2020

Submit applications to:

The Principal, St Mary Star of the Sea Catholic School,

PO Box 772, Carnarvon 6701 OR

Email to admin@smc.wa.edu.au Subject: SCHOOL BURSAR APPLICATION

Applications close: **22nd November 2019**

St Mary Star of the Sea is a co-educational, single stream school of approximately 330 students enrolled from Pre-Kindy to Year 12 in 2020. The school is seeking a dynamic and self-motivated individual who can work independently and at times adhere to strict deadlines.

Applicants should address the following criteria.

Criteria

1. Excellent time management skills with the ability to prioritise
2. Experience in the used of windows-based software, in particular Excel
3. Knowledge and experience in accrual-based accounting
4. Demonstrated experience in financial and business administration
5. Highly developed interpersonal and organisational skills
6. Capacity to work collaboratively with others in a team environment
7. Ability to work within and be supportive of the Catholic Ethos of the school
8. Experience in Human Resources

The Bursar, under direction from the Principal, is responsible for the financial administration of the school. Responsibilities include, but are not limited to:

- Preparation of the initial Annual Budget and Mid-year Review
- Prepare the School End of Year processes including processes for the annual financial audit, culminating in the approval and submission of the Annual Financial Report and Annual Financial Statement (AFS) in accordance procedures.
- Monthly bank Reconciliations
- Monitor Cash flow
- Prepare reports for School Board meeting and attend Finance Committee meetings
- Attend weekly meetings with the Principal

- Monthly BAS submission
- Annual FBT Return
- Payment of Creditor accounts.
- Processing school fee and levies accounts for families
- Debt recovery – in liaison with the Principal and School Board
- Human Resource functions – including payroll function; interpretation of Awards and EBA's and preparation of associated paperwork for staffing. Ensure leave requests are entered into MYHR.
- Teacher Housing
- Following established procedures for collection of fees and issuing fee concessions in accordance with policy.
- Ordering of capital requirements as approved by the Principal and School Board
- Enter receipts - EFTPOS/BPAY/CASH/CHEQUE/EFT/DIRECT DEBIT
- Prepare and submit reports and data required by CEWA and Government agencies (eg Census Reports in February and August, Attendance STATS reports and ensure they are completed accurately and submitted punctually.
- Coordinate the maintenance program of the school
- Contact contractors as required
- Students – Curriculum Council – Upload Student Registration information to SIRS.
- Ensure the school has effective and adequate insurances (including for capital works projects), liaise effectively with Catholic Church Insurances and handle any claims that arise according to CECWA policy, including Workers Compensation Claims.
- Public Officer for ACNC and Dept for Human Resources. Ensure information is up-to-date.
- Ensure bank account signatories are up-to-date
- Monitor Credit Card expenditure.
- Attend School Board Annual Meeting. Attend other Board meetings when requested.

Important Information for Applicants

In applying for this position you will be providing the School with personal information.

Personal information contained in the application or on your resume will be collected in order to assess your application. This information may be stored by the School, but will not be disclosed to any third party without your consent.

It is your responsibility to inform nominated referees that you have passed on their contact details and the reason for this. All nominated referees of short listed candidates will be contacted. Non-nominated referees may also be contacted.