



*This organisation promotes the safety, wellbeing, and inclusion of all children, including those with a disability, those from culturally and/or linguistically diverse backgrounds and Aboriginal children. Rossbourne School encourages applications from culturally and/or linguistically diverse background and Aboriginal peoples.*

*Rossbourne School exists to enhance the life chances of all its students by embracing neuro-diversity, developing personalised learning experiences and supporting our young people to achieve a sense of belonging, co-operation, and success.*

#### **POSITION DETAILS:**

**Position Title: Administration Assistant (Finance & Payroll)**

**School Section: Whole School**

**Reporting to: Business Manager**

**Tenure: On-going (0.4 FTE 2 Days Per week)**

#### **School's Expectations:**

Rossbourne School expects that all staff will support and contribute to the promotion and implementation of current strategic directions of the School.

#### **Purpose of Position**

This is a newly created position established to provide financial and payroll administrative support to the Business Manager, as well as ad hoc administrative duties and Reception cover.

#### **Key Accountabilities**

##### **Accounts Payable and Receivable**

- Process supplier accounts payable invoices.
- Receipt and apply debtor payments.
- Daily reconciliation of the bank statement.
- Manage overdue debtors.
- Process credit card payments.
- Banking duties.

## **Payroll**

- Complete transactional payroll data entry activities
- Process leave requests and salary adjustments.

## **General Administration**

- Assist with general administrative duties on an ad hoc basis,
- Provide Reception cover for the Administration Assistant and Receptionist during lunch and morning tea breaks and periods of leave.

## **Key Selection Criteria**

- A relevant qualification with experience in financial and payroll administration.
- Experience with School Edge and Pay3k highly desirable.
- Proficient in the use of financial software as well as the Microsoft applications including, Word, Excel, Power Point etc.
- Strong attention to detail with the ability to manage time and prioritise workload.
- A flexible and adaptable approach to work with the ability to pivot when required.
- Strong customer service skills with the ability to problem solve.
- Very good communication skills, both verbal and written with the ability to observe confidentiality, where required.
- Well-developed interpersonal skills with the ability to deal with a wide range of people.

## **Terms and Conditions**

Child protection legislation requires the holder of this position to be subject to employment screening.

**Positions descriptions are dynamic documents. They may be reviewed annually or as required.**