

ROLE DESCRIPTION

Position	Finance Officer
Organisation	<p>Mercy Education Limited (MEL) is the delegated authority of Mercy Ministry Companions (MMC).</p> <p>Mercy Education governs thirteen Mercy Colleges within the education ministry across Victoria, South Australia and Western Australia.</p> <p>This education ministry is one of the many not-for-profit works of Mercy Ministry Companions operating throughout Australia.</p>
Reports to	Head of Business Operations
Relationships	<ul style="list-style-type: none"> • Mercy Education National Office Personnel • Mercy Education Colleges • McAuley Property Limited • Catholic Capital Grants (Victoria) Ltd
Location	720 Heidelberg Road, Alphington, Victoria
Core values of Mercy Education	Justice, Compassion, Hospitality, Service, Respect and Courage
Primary focus of the position:	Responsibility for providing support to the Head of Business Operations predominantly in the areas of payroll and accounting.
Employment Details	<ul style="list-style-type: none"> • 0.5 FTE (19 hours per week)
Remuneration (pro-rata)	<p>Education Support Employee Category A, Level 4 under the Victorian Catholic Education Multi Enterprise Agreement (2018)</p> <ul style="list-style-type: none"> • Salary Range \$85,888 – 97,831 (pro-rata), dependent on experience • 10.5 % superannuation • Four (4) weeks annual leave
About this Role Statement	As Mercy Education evolves to meet the changing needs of our schools, so will the roles required of its entire staff. As such, staff should be aware that this document is not intended to present the role in which the occupant will perform in perpetuity. This role statement is intended to provide an overall view of the incumbent's role as at the date of this statement.
Version Information	1.0 (Current at APR 2023)

1. Core Responsibilities:

The primary responsibilities of the role are:

Finance

- To provide support for Central Payroll Service operations including monthly superannuation and creditor remittances, salary updates and support for school users
- Payroll processing for National Office Staff
- To manage the PRODA system for all schools
- To liaise with the Financial Controller and prepare the group FBT return
- To complete the annual group PAYG and Workcover acquittal's
- To oversee Alphington accounting (payments, BAS, Credit Cards, Fixed Assets)
- Co-ordinate the Cabcharge system
- To oversee the Corporate vehicle register

Corporate Risk

- To compile the WGEA staffing reports in consultation with the Head of People and Culture

2. Key Selection Criteria

- Demonstrate a commitment to the mission, vision and values of Mercy Education and the ministerial works of the Mercy Ministry Companions
- Hold professional and tertiary qualifications in Accounting with a demonstrated track record of sound financial management and accounting practice
- Demonstrate high-order Microsoft Excel skills
- Demonstrate a high degree of personal organisation and initiative
- Excellent verbal and written communication skills, including dealing with difficult conversations effectively
- Ability to analyse and prepare and present reports using word and spreadsheets
- Personal qualities would include being an effective team player, of a confidential nature, organised and methodical.

3. Other Relevant Information:

- All employees are required to adhere to Mercy Education policies and procedures as varied from time to time
- This role will require a Working with Children Check and a National Police Records Check
- Under Victorian Workcover legislation, it is the applicant's duty to advise Mercy Education of any pre-existing medical conditions which could be aggravated by the type of role for which they are applying