



LINDISFARNE
Anglican Grammar School

Position Description

Position:	Accounts Receivable
Immediate Supervisor:	Business Manager
Subordinates:	None
Award/Agreement:	<i>Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2021</i>
Classification:	Clerical Assistant Level 3

Our Vision

Lindisfarne Anglican Grammar School is a high quality, Independent, Anglican co-educational Grammar School that serves the southern Gold Coast, Tweed Coast and northern New South Wales. We seek to provide the distinctive identity, relationships, learning and leadership that support our staff and families to work together to meet our high expectations for the achievement and holistic development of our students in our local, national and international communities.

Our Values

Within our Anglican tradition, we value:

- **Compassion:** Building genuine relationships through generosity of spirit and care for others.
- **Wisdom:** Gaining the knowledge, understanding, skills and character that comes from learning.
- **Respect:** Appreciating all within our environment and leaving an honourable legacy for those who follow.

Our Culture

We cultivate learning through relationships, expert teaching, educational research and innovation that focus on:

- **Leadership:** Creating the competencies that equip us with hope, clarity and direction.
- **Standards:** Establishing high expectations that empower student involvement, development, achievement, service and voice.
- **Collaboration:** Working together within aligned structures, processes, practices and systems that enable our desired ethos and strategy.

Our Strategic Domains

- **Achievement**

Our Aspiration: A great school privileges the disciplined pursuit of achievement; encourages challenging individual and collective goals; asserts confidence in the capability of all to be successful and seeks out the best processes by which this might be attained; and measures its effectiveness in attaining the best possible outcomes.

- **Relationships**

Our Aspiration: A great school builds robust and resilient learning relationships within supportive environments that inspire learners to grow in knowledge, skills and character so that they are equipped, empowered and enabled to assume responsibility for making a positive contribution to the world.

- **Communication**

Our Aspiration: A great school listens to its community carefully and consistently, connecting and communicating with it by creating a credible narrative of the school that honours the legacy of its past, frames the complexity of its present and projects a compelling rationale for a preferred future that serves 21st century learning needs.

- **Initiatives**

Our Aspiration: A great school invests significant hope, resources and commitment into research and development by planning, conducting and evaluating intentional projects and initiatives that are aligned to the school's mission, realise the school's vision and demonstrate the school's values in action.

- **Reputation**

Our Aspiration: A great school earns a strong reputation as a great school that exceeds expectations with relation to the quality of its outcomes; the efficiency and efficacy of its processes; its engagement with its community; the consistency of application of its ethos; and the execution of its strategy across the domains of achievement, relationships communications and initiatives.

The Role

The Accounts Receivable Officer is responsible for maintaining financial arrangements between the School and parents to ensure that students fee payments are maintained whilst facilitating optimum cash flow. This role consists of multiple administrative and operational support functions.

Responsibilities and Accountabilities

Accounts Receivable

- Capture accounts receivable information from the School community
- Enter accounts receivable information into the School database
- Processing adjustments to accounts
- Process school fees and other invoices and statements
- Performing account reconciliations and payment plans for families
- Ensure the timely distribution of the Schools bills as per the billing schedule
- Creating new family accounts as provided by the Registrar
- Maintain the billing system
- Conduct EFTPOS sales on behalf of parents
- Ancillary invoicing/receipting for extra curricular activities and supplementary accounts as required

- Processing of concessions and bursaries, scholarships
- Investigating and resolving any irregularities or enquiries
- Producing weekly, monthly and ad hoc debtor reporting
- Management of Advance Fee Payments

Debtor Management

- Liaise on a regular basis with school community to encourage payment of overdue accounts as per policy
- Contact and manage School parents to discuss overdue accounts and advise the Business Manager regarding suitable payment arrangements pursuant to the School's credit policies
- Assist the Business Manager to deal with unresponsive stakeholders
- Settlement of Accounts of families finishing at Lindisfarne Anglican Grammar School
- Advising and organising stakeholder meetings with the Business Manager as required
- Recording information about the financial status and collection associated with key stakeholders

Collections

- Assisting the Business Manager with the reparation of files, initiating inquiries into debtor's whereabouts and providing ongoing instructions to the School's Debt Collection Agency or solicitors when satisfactory arrangements for clearance are not made, for the Debt Collection Agency or the School's solicitors to commence legal action for recovery of debts
- Sorting and filing correspondence in relations to accounts receivable

Payment Management and Transactions

- Managing receipts from the School community in relation to ad hoc student receipts, enrolment receipts, and receipts from other school facilities as required
- Receipting and banking cash and other transactions
- Managing transactions for School accounts
- Handling cash receipts and credits for debtor accounts, managing daily banking procedures as required
- Bank Reconciliation
- Follow up with dishonoured payments
- Requesting / processing refunds for accounts in credit where appropriate

Administrative

- Attending to the needs of colleagues, parents and students within the timelines and deadlines required by the demands of this position
- Ensure a customer focus approach is applied to all dealings with students, staff, parents and other members of the School community
- Liaise with the parent and school bus providers for dealing with any queries
- Working as a member of the finance team ensuring the maintenance of an efficient professional environment to ensure the smooth running of the Accounts Department
- Assisting in general financial management and analysis
- Reconciliations as required
- Other duties as may be required from time to time

Key Capabilities and Competencies

- Sound communication skills – written and verbal
- Excellent interpersonal and customer service skills
- Effective organisational skills to deliver on outcomes and tasks within the required timeframe
- Excellent comprehension – written and verbal
- Good typing speed and accuracy (>50 words a minute)
- High attention to detail
- Exercise strict confidentiality and discretion
- Strong working knowledge of Microsoft Office and collaborative working platforms
- Strong working knowledge of School software/programs including TASS and Teacher Kiosk
- Adaptable and committed to improve capabilities to enable effective multi skilling across the team
- Work effectively in a demanding and changing work environment
- Contribute to a culture of continuous improvement and operational excellence through the positive embracing and implementation of change
- Ability to multi-task and manage time effectively to deliver on priorities

Occupational Health & Safety

All staff are responsible for their own health and safety and for the health and safety of any other person around them. They have a responsibility to comply with all statutory health and safety rules applying to their position and must, therefore:

- Read and understand all School Health and Safety regulations applying to their position
- Comply with standard working practices to ensure all work is performed in a safe manner within the extent of their control over the work situation
- If within their authority to do so, take personal action to eliminate, avoid or minimise hazards of which they are aware
- Comply with all occupational health and safety instructions
- Make proper use of relevant safety devices and personal protective equipment
- Seek information and advice where necessary before carrying out new or unfamiliar work
- Maintain dress standards appropriate for the work being done & wear uniforms if supplied
- Be familiar with emergency and evacuation procedures and the location, and use, of emergency equipment
- Bring to the attention of their immediate Supervisor any sub-standard situation or procedure they observe

Performance Indicator

Areas of responsibility must be met as an indication of performance and failure to meet these may lead to a performance review.

I have read and fully understand the contents of the Position Description.

Signed _____

Date _____