



## BRISBANE BOYS' COLLEGE

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|-----------------------|------------------------|-----------------------|----------|
| <b>Position Title</b> | Finance Officer        |                       |          |
| <b>Reporting to</b>   | Finance Manager        |                       |          |
| <b>Department</b>     | Corporate Services     | <b>Sub Department</b> | Finance  |
| <b>Job Type</b>       | Permanent/Full Time    | <b>Hours per week</b> | 38 hours |
| <b>Location</b>       | Brisbane Boys' College | <b>Last Review</b>    | 2025     |

Brisbane Boys' College is an established GPS day and boarding school founded in 1902, dedicated to developing boys into worthy leaders and good citizens. Located just four kilometres from Brisbane's centre, we educate students from Prep to Year 12.

### Primary Objective

The Finance Officer supports the school's financial operations by managing incoming payments, maintaining accurate parent and debtor accounts, coordinating and reconciling excursion and trip budgets, and preparing statutory compliance reports.

The role ensures timely invoicing, effective fee collection, accurate reconciliation of accounts and school activities, and contributes to broader finance and administrative functions.

### Key Responsibilities

#### Financial Transactions and Data Entry:

- Enter and process financial transactions in the school's accounting system with accuracy and timeliness.
- Maintain high-quality financial records that supports reporting cycles, annual audit and compliance requirements.

#### Invoice and Billing Management:

- Balance parent billing accounts bi-annually and generate fee statements and invoices.
- Ensure accuracy in parent billing including tuition fees, levies, excursions, camps, and co-curricular activities.
- Ensure compliance with GST requirements relevant to school operations.
- Maintain accurate parent account records and respond to parent billing enquiries.
- Follow up on overdue accounts and manage debt recovery processes in line with relevant organisational policies and pastoral considerations.
- Generate and issue commercial debtor invoices, follow up overdue accounts and maintain accurate records.

#### Reconciliation and Record Maintenance:

- Reconcile accounts receivable ledger, bank deposits and payment platforms.
- Prepare aged debtor reports and assist with month end reporting



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- Work with staff to prepare budgets for excursions, camps, and school trips in accordance with school policies.
- Reconcile actual expenditure to trip budgets and provide variance analysis
- Assist with bank reconciliations for bank accounts.
- Provide back up for other finance functions such as accounts payable, as required

### **Skills and Capabilities**

- Strong proficiency in financial data entry and transaction processing.
- Knowledge of GST legislation and accounting principles
- High attention to detail and data accuracy.
- Ability to reconcile complex accounts and identify discrepancies
- Effective communication and organisational skills.
- Ability to maintain confidentiality and handle sensitive financial information appropriately.

### **Qualifications and Experience**

- A minimum of 2-3 years of experience in financial data entry or accounts administration, ideally within a school or similar environment.
- Knowledge of GST, financial regulation and compliance requirements.
- Experience with school finance systems is desirable but not essential.

### **Performance KPIs**

The Finance Officer's performance will be evaluated based on the following Key Performance Indicators (KPIs):

- Accuracy and timeliness of financial data entry and transaction processing.
- Accuracy and promptness in Debtor accounts and maintaining financial records.
- Timely and accurate submission of statutory legislative reports.
- Effective communication with team members and adherence to financial procedures and standards.

### **Safeguarding**

At Brisbane Boys' College, Safeguarding is everyone's responsibility and every staff member must adhere to the [PMSA Child Safeguarding Processes](#). We are committed to child safeguarding and protecting the welfare of the children and young people in our care. All children and young people have the right to feel and be safe. At BBC we view safeguarding as an integral element of providing a high-level education, which aims to assist our students to develop into thriving adults who are positively connected to each other and to the communities in which they live and to which they will serve.



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### **Mandatory requirements**

- Adhere to the PMSA Code of Conduct
- Comply with College policies, procedures, and training requirements, including those related to occupational health and safety, risk management, child protection, and confidentiality
- Positively support the College's traditions and Christian ethos
- It is a condition of employment that the incumbent must apply for and obtain a Blue Card for Working with Children or current registration with the Queensland College of Teachers prior to and while you are employed in the position

### **Other**

*It is not the intent of this position description to limit the scope of the role in any way but instead to give an overview of the key responsibilities. All employees may be required, from time to time, to undertake duties that are outside their usual role but within their skills, competency, and capability. The position description is, therefore, a guide, rather than an exclusive or exhaustive list of duties, and is subject to review and modification by the headmaster or his delegate in response to changes in strategic direction, operational needs, and the growth and development of the incumbent's skills and experience.*

### **Signature**

Employee signature below constitutes employees understanding of the requirements essential functions and duties of this position.

Employee signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_