

Accounts Officer

The Accounts Officer is predominantly responsible for the management of Accounts Receivable, as well as some Accounts Payable related duties, and for providing assistance to the Senior and Assistant Accountants, as and when required.

Reports to: Senior Accountant

Areas of responsibility:

- Accounts Receivable
- Accounts Payable
- Life of the School

Accounts Receivable -

- Collect all information required for the preparation of fee statements each term.
- Prepare and issue all fee statements for tuition fees, and any other amounts owing to NBCS, in accordance with the pre-determined billing schedule.
- Prepare, issue and follow-up any other necessary invoices for amounts owing to NBCS.
- Respond to Debtor queries in a timely manner.
- Process amounts received via BPAY, EFT, Direct Debit, credit card (on-line and onsite), cheque or cash, daily.
- Banking on a regular basis of any amounts received in cash and/or by cheque.
- Follow-up any amounts owing to the school, in accordance with NBCS Fee Management policy, including liaising with solicitors.
- Prepare management reports relating to outstanding school fees in an agreed upon format, for the Senior Accountant and Business Manager
- Reconcile key Debtor related reports to General Ledger control accounts in the NBCS accounting system (Synergetic) on a monthly basis.
- Complete management of the enrolment bond and instrument bond collection and refund processes.
- Initial review of any applications received for fee relief from Debtors.
- Maintain up-to-date Policies and Procedures Manuals for the Accounts Receivable function.

Accounts Payable -

- Prepare and process invoices received from suppliers, and staff re-imbursments, into the NBCS accounting system (Synergetic) in a timely manner, ensuring that all necessary authorisations have been obtained and that expenses are allocated to the correct General Ledger accounts.
- Pay invoices prior to their due date, including payment by batch, BPAY and International Money Transfer.
- Various administration tasks such as filing.
- Assist the Assistant Accountant with their responsibilities as and when required.

Life of the School -

Supports the Principal in developing and maintaining the professional culture, a safe work environment and upholding the School community

- Actively support the Christian identity and purpose of the School
- Uphold the values and expectations as described in the Staff Code of Conduct
- Treat colleagues, students and parents with dignity, respect, and the utmost professionalism

- Support colleagues in their ongoing professional learning journey by sharing resources and expertise, working with and supporting the wider administration team
- Commit to personal and professional growth through active participation in the School Professional Growth strategy
- Assist in monitoring a safe and secure school environment for self, staff and students including assisting with other school duty areas e.g., school crossings
- Contribute to the development of policy, procedures, and processes

Role interactions:

Liaises directly with:

- Business Manager
- Finance team
- Senior Leadership
- Heads of Department
- Teaching staff
- Other administration staff across the school
- Debtors
- Suppliers
- Solicitors
- Subject matter experts

Requirements (knowledge, skills, abilities, behaviours):

- Qualification and/or experience in Finance/Accounting functions
- A clear understanding of accounting concepts
- Effective interpersonal skills
- Problem-solving and proactivity
- Attention to detail
- Prioritising, planning, organising and follow-through
- Proficiency in Microsoft Office products and capacity to master School specific systems
- Ability to work independently as well as in a team with collaborative approach
- Flexibility
- A positive demeanour

This position description is a guide only and is not intended to be an exhaustive or exclusive list of duties for this position.