



JOB AND PERSON SPECIFICATION

FINANCE OFFICER

SUNRISE CHRISTIAN SCHOOL EARLY LEARNING CENTRES

Adelaide Christian Schools (ACS) is a community of schools, both nationally and internationally. In Australia these include Sunrise Christian School Fullarton, Sunrise Christian School Paradise, Sunrise Christian School Morphett Vale, Sunrise Christian School Marion, Sunrise Christian School Naracoorte, Sunrise Christian School Whyalla, Sunrise Christian School Early Learning Centres, Temple Christian College, and Discovery Christian College. Internationally our schools are Sunrise Bethel Christian School in PNG and Faith Christian School in the USA.

These schools provide an education of academic excellence consistent with the teachings of the Bible, to children of many Christian denominations. They teach and train students in all aspects of life in such a way that God is seen as the centre of everything. They are an extension of the home and help parents fulfil the God given mandate to bring up their children in His ways.

The Schools are separately registered and each School is managed by a Principal who is accountable through the CEO to its governing Board. Our Early Learning Centres are managed by a Regional Director, reporting to the CEO, who is assisted by a Director at each location.

The primary corporate service functions of ACS are based at both our Goodwood Road office and the Mile End Campus of Temple Christian College. ACS have developed a number of shared corporate services and staff at the two locations work closely together in a team environment which supports Senior Management, the School Board and the strategic direction of ACS.

The Early Learning Centres Finance Officer will be based at the Goodwood Road Central Services office.

Head Office

Suite 6,
2-4 Henley Beach Road
Mile End, SA 5031
ABN 80 961 871 513

P 08 8405 0950
E info@sunrise.sa.edu.au
www.sunrise.sa.edu.au

Fullarton Campus

95 Wattle Street
Fullarton, SA 5063
P 08 8179 2700

Paradise Campus

4 Crowle Road
Paradise, SA 5075
P 08 8337 2966

Morphett Vale Campus

70-74 Pimpala Road
Morphett Vale, SA 5162
P 08 8322 7279

Marion Campus

286 Sturt Road
Marion, SA 5043
P 08 8296 3761

Naracoorte Campus

72 Old Caves Road
Naracoorte, SA 5271
P 08 8762 4233



SUNRISE
Christian School

JOB SPECIFICATION

OVERVIEW

The Sunrise ELC Finance Officer is responsible for providing a range of support services to the ELC Accountant in the following areas

- Assist with end of month financial processes
- Assist with creditor processing
- Assist with debtor receipting and follow up
- Assist with fortnightly payroll processing
- General finance and administration duties as required

KEY RESPONSIBILITIES

End of month financial processes

- Assist with preparation of end of month journals
- Assist with end of month bank reconciliations
- Assist with preparing invoices for on charging to other ACS entities

Creditor processing

- Process creditor invoices
- Prepare and process creditor payments
- Follow up outstanding invoices
- Process credit card statements
- Maintain creditor system

Debtors

- Assist with following up debtors as required

Payroll processing

- Process payroll to payment stage
- Maintain payroll system
- Maintain staff records
- Maintain compliance register for staff

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General administration duties

- Assist with correspondence as required
- Assist with preparation of staff contracts
- Assist Centre Directors and Regional Director with administration and registration tasks
- Maintain immunisation register as required
- General administration duties as required.

The position will be reviewed as the roles change and will be appraised on a regular basis.

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Approved _____ Date _____
ELC Regional Director - Signature

Approved _____ Date _____
Applicants Signature

Applicant's Name _____





PERSON SPECIFICATION

ESSENTIAL MINIMUM REQUIREMENTS

EDUCATIONAL QUALIFICATIONS

No formal qualifications required

SKILLS / ABILITIES

- Excellent interpersonal and communication skills to successfully engage a range of stakeholders.
- The ability to work as a member of a team in a manner that fosters the support and co-operation of team members.
- The ability to complete variable workloads to a high standard and to imposed deadlines.
- High level of proficiency and application in the use of Word and Excel.
- Ability to work autonomously once tasks are delegated.
- Ability to prioritise, demonstrate initiative and take a proactive and flexible approach to tasks.
- The ability to work with all levels of staff and management.

PERSONAL ATTRIBUTES

- An on-going commitment to the Lord Jesus Christ as Lord and Saviour, consistent with the Biblical standards of Adelaide Christian Centre.
- A mature faith and active involvement in a local church.
- A proven life style founded on Biblical Christian principles.
- A life that demonstrates the indwelling of the Holy Spirit.
- A willingness to affirm the foundation statements and principles promulgated by the School and ACS.
- A Christian with a strong commitment to Christian Education and a determination to serve God in a Christian school community.

EXPERIENCE

- Experience in some or all of payroll, creditors and debtors roles
- Experience in working as part of a team.

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KNOWLEDGE

- Knowledge of financial and administration systems and processes
- Sound knowledge of general administrative functions

DESIRABLE CHARACTERISTICS

QUALIFICATIONS

- Post-secondary qualifications in a finance related field

EXPERIENCE

- Previous experience in a similar finance officer role of a school or a not-for-profit organisation would be an advantage.
- Experience in the use of Xero accounting software would be beneficial.

KNOWLEDGE

- Knowledge of the operation of an Early Learning Centre would be an advantage.

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