

Trinity Theological College

Position Description	
Position Title:	Finance Assistant
Industrial Instrument and classification:	Educational Services (Post-Secondary Education) Award
Reports to:	Business Manager
Primary Purpose of Position:	Help to maintain the financial health of Trinity Theological College through sound systems and responsible practices aimed at efficient use of financial resources and minimisation of loss
Position relates to:	Suppliers; Staff; Students
Number of staff and volunteers under supervision:	None
Budget and/or revenue accountable for:	None
Mandatory qualifications and/or licences:	Accounting or bookkeeping qualification
Selection Criteria	
<p>Essential</p> <ol style="list-style-type: none"> 1. Recognised qualification in accounting or bookkeeping 2. Experience in bookkeeping, including processing of payroll 3. Attention to detail and accuracy 4. Self-motivated, but promotes good teamwork 5. Good time management 6. Demonstrates clear and amicable communication 7. High integrity and confidentiality 8. Quick to learn and adapt <p>Desirable</p> <ol style="list-style-type: none"> 1. Experience with Xero 2. Exposure to the not-for-profit sector, particularly higher education 	
Key Duties	
<ul style="list-style-type: none"> • Process payroll (fortnightly) for all staff, including leave, superannuation, and salary sacrifice arrangements • Enter and reconcile all bank accounts, credit cards and other financial products • Watch for anomalies in financial data, and report all discrepancies to the Business Manager • Prepare, enter, pay, and reconcile accounts for all creditors • Liaise with other departments regarding student fees and donations, to ensure these are processed correctly • Prepare invoices for miscellaneous income items • Follow-up with payment delays, or ensure this is done by others • Assist in the timely finalisation of end-of-month and end-of-year, with the Business Manager and other staff (as appropriate) • Ensure the completion of accurate financial records and paperwork, including signatures and payment forms. Update forms as necessary • Assist with providing information and queries for the annual audit, and other times of financial compliance work 	

- Work with other departments to ensure that financial procedures for purchasing are followed correctly, so that purchases are traceable from ordering to payment and receiving, especially Library
- Liaise with suppliers on financial and other matters in consultation with the Business Manager, especially property management
- Assist at events and with general college administration tasks, as needed
- Other duties as required