

Finance Assistant Job Description

Primary purpose

The Finance Assistant is responsible for the provision of quality, efficient financial and administrative support to the finance team of the College. This role will include accounts receivable/debtors, accounts payable, purchasing and general financial administration support to the team.

Reporting and Interpersonal Relationships

This position reports to the Business Manager (BM), who is responsible for the efficient financial operations of the College. This position is also part of the Administration Team, which is overseen by the Director of People Operations.

Key Responsibilities

Accounts Receivable & Parent Liaison

1. Manage parent accounts, including updating details, maintaining communication diaries, and monitoring monthly account analysis in collaboration with the Business Manager (BM).
2. Respond to internal and external queries promptly and professionally via telephone and email.
3. Process annual billings, establish payment plans, and execute year-start financial processes in conjunction with the BM.
4. Follow up on payment plans and manage ongoing debt collection.
5. Coordinate financial hardship interviews between parents and the Business Manager for fee remission applications.
6. Provide prospective parents with information regarding available payment options and the College Fee Schedule.
7. Execute bus billings on a termly basis.

Accounts Payable & General Finance Support

8. Undertake the purchasing of materials and equipment to support College operations.
9. Perform purchase orders and bank reconciliations.
10. Provide payroll and general support to the Finance team, filling in for other team members as required.
11. Execute any other duties as designated by the Principal.

Workplace Health & Safety (WHS)

12. Prioritise risk prevention by performing all duties without unacceptable risk to self, colleagues, students, or the wider College community.
13. Report any illness, injury, hazard, near-miss, incident, or loss immediately through the College's WHS reporting system.
14. Provide risk management information to supervisors based on experience and knowledge, and participate actively in workplace safety procedures.
15. Contribute to the health, safety, and overall well-being of students.

Mission, Culture & Compliance

16. Demonstrate a commitment to the mission, vision, values, and Statement of Faith of Freshwater Christian College and Freshwater Church.
17. Convey a positive image of the College and Church to the public, contributing to a pleasant and supportive team environment.
18. Maintain strict confidentiality regarding all matters related to the College, staff, students, and parents.
19. Abide by the Code of Conduct, Staff Handbook, and all official College policies, remaining up to date with any policy changes.

20. Attend required meetings and professional development sessions.
21. Maintain professional boundaries by refraining from social media contact with enrolled or past students for a minimum of 12 months (recommended 2 years) post-graduation, excluding immediate family members.

Selection Criteria

Essential

1. Hold (or have the ability to immediately obtain) a current Queensland Working with Children Positive Notice (Blue Card).
2. Proven experience working in a busy office administration environment, including the routine use of modern office equipment and technology.
3. Intermediate proficiency in both the Google Workspace and Microsoft Office suites, backed by accurate and efficient data entry skills.
4. High-level organisational skills with a proactive approach to managing time, prioritising tasks, and maintaining strong attention to detail.
5. Exceptional interpersonal and customer service skills, with a demonstrated ability to communicate effectively with internal and external stakeholders.
6. A proven ability to work cooperatively and collaboratively within a team environment and engage positively with all members of a school community (staff, parents, students, and visitors).
7. A strong, personal commitment to affirming, upholding, and modelling the Christian values, virtues, Statement of Faith, and Staff Code of Conduct of Freshwater Christian College.

Highly Regarded

1. Certificate/Diploma in Business, Accounting, or Financial Services.
2. Experience in a school finance administration environment.
3. Experience with The Alpha School System (TASS).

Status

Dependent on the operational needs of the College, this role may be permanent or casual.

Probationary Period

Six months from the start date of employment.

Wages and conditions of employment

As per the Educational Services (Schools) General Staff Award 2020, and is based on qualifications and previous experience.

Notes:

The purpose of this position description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position, nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform other work duties for Freshwater Christian College not specifically listed herein. Freshwater Christian College reserves the right to modify this job description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the College.

Status	Approved	Supersedes	v2
Version	v3	Authorised by	Business Manager
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