



The Springfield Anglican College

Position Description: Accounts Receivable Officer

Last Reviewed: August 2020

Student Protection

Anglican schools support the rights of children and young people and are committed to ensure the safety, welfare and wellbeing of students. Anglican schools are therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person including that of employees. This commitment includes the provision of a safe and supportive living and learning environment for all students and requires all employees, volunteers and visitors to model and encourage behaviour that upholds the dignity and protection of students from harm.

1. Position Details

Position Title:	Accounts Receivable Officer
Location:	Based on the Secondary Campus, this position provides a service across the College as a whole.
Classification:	Level 5 - Support Staff Classification in accordance with the FSAC Ltd Enterprise Agreement
Reports To:	Business Manager
Status:	Permanent - Full Time
Last Reviewed:	August 2020

2. Essential Qualifications

Academic Qualifications:	Post Secondary Qualifications highly desirable
Registration Requirements:	N/A
Blue Card:	Yes required
Experience:	Previous experience in an Accounts Receivable function
Other:	N/A

3. Position Purpose

Responsible to the Business Manager, the Accounts Receivable Officer contributes to the vision and goals of the company by contributing to the efficient and effective management, coordination and maintenance of financial arrangements between the College and debtors whilst facilitating optimum cash flow.



4. College Expectations

Administrative support staff at The Springfield Anglican College will be:

- Supportive of the Aims and Philosophy of the College
- Supportive of the Anglican values and ethos of the College
- Focused on the needs of the College's clients
- Consultative and collaborative in their approaches to provide opportunities for staff contribution to the growth of the College as a learning community
- Effective role models to staff through the use of appropriate conflict resolution and negotiation skills
- Supportive of the effectiveness of the Senior Leadership Team
- Maintainers of the confidentiality of the team
- Facilitators of positive and productive community relationships
- Focused on developing a culture of excellence

5. Domains of Professional Responsibility

The Accounts Receivable Officer is responsible for meeting the following professional responsibilities. The professional responsibilities should be read within the context of the Statement of Effective Support Services, attached to this Position Description.

Student Protection - Commitment to the Student Protection in Anglican Schools Policy and Procedures and Child and Youth Risk Management Strategy:

The College is committed to the safety and wellbeing of students enrolled at the school. In accordance with sections 171 and 172 of the Working with Children (Risk Management and Screening) Act 2000 (Qld), the College is committed to eliminating and minimising risks to child safety through the Child and Youth Risk Management Strategy. The Accounts Receivable Officer will demonstrate a commitment to Child Protection, supporting the rights of children and young people and are committed to ensuring the safety, welfare and wellbeing of students. The Accounts Receivable Officer will model and encourage behaviour that upholds the dignity and protection of students from harm.

Commitment to the College Vision and Goals:

The Accounts Receivable Officer demonstrates a commitment to the College aims and philosophy in holistic education and supports the College's worship and value-based approaches. The Accounts Receivable Officer will embrace change and support College development, with a particular focus on building positive and productive relationships with the wider College community.

Collaboration within the Learning Community:

The Accounts Receivable Officer promotes and participates in the creation and maintenance of a collaborative and supportive learning community. The Accounts Receivable Officer works collaboratively with teaching and non-teaching staff to ensure that students and families feel supported throughout their association with the College.



Accounts Receivable:

The Accounts Receivable Officer provides effective communication to clients in relation to payment of respective fees; corresponding regularly with clients to encourage payment of overdue accounts; contacting and discussing with clients, overdue accounts in attempt to understand the reasons for overdue payments and make suitable payment arrangements pursuant to credit policy (including requests for suitable security i.e. caveat). The Accounts Receivable Officer records information about the financial status and collection efforts associated with particular clients.

Production of School Fee Accounts:

The Accounts Receivable Officer works in concert with the Accountant to ensure timely delivery of fee statements and associated documents; capturing accounts receivable information from the College community and entering accounts receivable information into the College database. The Accounts Receivable Officer maintains adjustments to accounts for students moving in and out of the College community; handling cash receipts and credits from client fees accounts and managing daily banking procedures as required; managing any other cash and electronic receipts from the College's community and managing cash and other transactions for International Students from time to time as required.

Team Work:

The Accounts Receivable Officer contributes to the development of accounts payable processes in concert with relevant members of the finance team; providing assistance to the Business Manager and Accountant when necessary and required. The Accounts Receivable Officer attends meetings as required; recommending improvements in processes, as appropriate to the Accountant and the Business Manager.

Professional Customer Service:

The Accounts Receivable Officer ensures that a professional customer focused accounts receivable service is provided to all consumers and stakeholders; ensuring the maintenance of a client focus by attending to needs and enquiries in a positive and prompt manner; promoting the College's image positively on all occasions.

Statutory Compliance:

The Accounts Receivable Officer ensures that the accounts receivable function adheres to all statutory compliance requirements; keeping up to date with relevant regulations and ensure that policies and procedures adhere to the relevant regulations; developing various professional resources and contacts to gain knowledge of changes in various regulations and legislation.

Daily Operations:

The Accounts Receivable Officer implements policies and procedures to maintain a professional and effective accounts receivable function; attending to family account and debtor enquiries and provide necessary information within the College policy.

Reflective Practice and Ongoing Professional Renewal:

The Accounts Receivable Officer will demonstrate a commitment to professional development by actively engaging in ongoing professional learning; applying it to their professional practice. The Accounts Receivable Officer refines their professional practice through regular inquiry, learning and reflection; engaging in self-directed learning informed by experience, research and collaboration with other professionals; and actively participates in the Professional Review and Learning Program.

Duty of Care:

The Accounts Receivable Officer contributes to the College's duty of care for both staff and students by adhering to all requirements relating to the development of an environment which is free from the risk of injury, harm and/or disease as required by the Workplace Health and Safety and Child Protection Acts and relevant College policies and procedures.

6. Selection Criteria / Competencies

The ideal candidate will possess the following competencies, skills, qualifications and experience:

- Possess a current Working with Children Paid Blue Card or be able to obtain one.
- Demonstrated accounts receivable experience, preferably within an educational environment
- Highly developed computer literacy as it relates to accounting software, ideally experience in or understanding of the TASS system
- The ability to negotiate solutions with clients
- High level of accuracy and process adherence
- Well-developed organisational and time management skills
- Excellent communication and problem-solving skills
- Demonstrated conflict resolution skills
- The ability to meet deadlines and handle large and complex workloads
- The capability to prioritise multiple demands
- Knowledgeable, articulate and friendly manner with the ability to work with the College and wider community
- Target focused, extremely organised
- Ability to communicate and promote the College with confidence
- Ability to drive, and adapt to change
- Ability to cope with periods of pressure and proactively address issues
- Support the Christian and Anglican ethos of the College
- Computing skills including word processing, administrative and clerical skills



The Springfield Anglican College

Statement of Effective Support Services

The College believes that success of support staff will occur when they are committed to the provision of quality professional services for staff, students, and families, which adds value to the College's operations and programs.

This will be achieved through:

- Providing quality client service
- Pastorally caring for students as appropriate
- Supporting teacher's work
- Working efficiently and harmoniously
- Participating in and supporting teamwork
- Being flexible and open to learn new ways
- Embracing the use of technology

Critical to our success will be an approach that:

- Embodies the values and standards of the College
- Adopts a personal approach to client service
- Demonstrates efficiency, accuracy and competency in your work
- Is proactive
- Seeks continuous improvement through opportunities for training and development