



John McGlashan College

DUNEDIN NEW ZEALAND

POSITION: Accounts Administrator (permanent, part-time)

RESPONSIBLE TO: Finance Manager
Principal, or his delegate

PURPOSE:
Process financial information to support the Finance Manager in maintaining the school's accounts in accordance with school processes and applicable accounting standards

DUTIES AND RESPONSIBILITIES:

The below statements are intended to describe the general nature and level of work to be performed within the role. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

Accounts Administration	Financial data entry and general bookkeeping
	Manage data, records and reports by checking for errors and certifying accuracy of information
	Assist the Finance Manager in dealing with school budget holders' enquiries
	Independently prioritize daily tasks and responsibilities
	Collect and enter data for various financial spreadsheets
	Adhere to JMC financial policies and procedures
	Assist with international student finance management including homestay payments, through liaison with the International Students Manager and Homestay Coordinator
	Review Vehicle logs and create charges for use of school vans
Accounts Payable	Perform Bank & Visa reconciliations for review
	Manage the accounts payable process, ensuring payments are made on time & accurately.
	Processing of invoices and reconciling against orders, applying the Delegation of Authority process to ensure appropriate approvals are gained
	Follow up on outstanding invoices and account queries
Manage the School student fee system (KAMAR/Accredo)	Reconciliation of statements
	Preparing and entering charges for goods, services and activities to students
	Sending out Monthly accounts and replying to parent queries regarding accounts monthly
Other	Communications with staff re trips and activities
	Other tasks as reasonably requested by Management

KEY ATTRIBUTES:

- Minimum of 3 years accounting experience and/or relevant qualification
- Experience dealing with confidential organisational information
- Ability to resolve problems and queries quickly and efficiently
- Demonstrate Intermediate Excel skills
- Demonstrate a good level of attention to detail and accuracy.
- Able to demonstrate initiative and flexibility
- Monitors own work to ensure quality
- Consults and acts within Delegation of Authority

- Adapts to changes in the work environment
- Manages competing demands calmly and maintains flow of information to stakeholders
- Keeps stakeholders informed and explains reasons for decisions or changes rationally and in an informative manner
- Maintains professional communication and uses appropriate communication channels appropriate to each situation
- Able to prioritise effectively and take account of various stakeholders' needs

RELATIONSHIPS:

- Internal
 - Finance Manager
 - General Manager
 - Cost Centre Managers
 - All staff
- External
 - Parents
 - Suppliers