**

**Job Description – Finance Assistant – Accounts Receivable**

**Please refer to Clause 3.5 Job descriptions of the** [**Support Staff Collective Agreement**](http://www.education.govt.nz/school/running-a-school/employing-and-managing-staff/collective-agreements/support-staff-in-schools-collective-agreement/part-3-remuneration/)

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| Position Title | Finance Assistant – Accounts Receivable& Stationery Shop |
| Reports to | Business Manager |
| Working Relationships | Principal, SLT Staff & Students, Parents & Caregivers |

**Employment Status**: Full Time - 30 hours per week- Term Time Only

**Purpose of the position**

To maintain student/staff accounts in Kamar

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| Key Responsibilities | Appraisal Indicators |
| Student/Other Accounts | Accurately process information into Student Management System |
| Administration Office | Assist Business Manager as required. |
| Banking/Security | Accurate processing of daily banking |
| Stationery Shop | Ensure adequate stationery supplies for staff and top up stationery for students |

**Tasks and Duties**

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| **Student/Other Accounts*** Receipt all monies onto staff/student accounts in a timely & accurate manner (either from bank statements/eftpos or cash.
* Ensure statements are emailed to all caregivers once each term
* Resolve any queries on student/staff accounts promptly
* Provide reports when required for staff for trips, subject fees etc
* Add new charges when required & ensure use of the correct account codes.
* Annually charge all Student Management system student accounts per their timetable for subject fees/donations
* Donation receipts emailed out annually
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| **Administration** * Provide back up as & when required
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| **Banking/Security*** Process the banking on a daily basis
* Ensure amounts balance to those processed in student management system and Xero
* Enter/transfer information into accounting package.
* Code all receipts on bank statement in KAMAR and Xero including DPS and Sporty
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| **Stationery Shop*** Ensure adequate stationery for staff and top up stationery supplies for students
* Order extra stock as required
* Compile new International student stationery requirements
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**General Responsibilities**

* Comply with all board policies and relevant legislation whilst embracing the COLL values – Community, Oranga (well-being), Learning together and Leadership
* Engage in respectful professional relationships with staff and students
* Contribute to a collegial and collaborative work environment
* Engage with opportunities to develop personal and professional skills

**Declaration:**

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| Approved by: |  |
| Date: |  |
| Appointee: |  |
| Date: |  |
| Reviewed By / Date: |  |