



## Position Description

<b>Position Title:</b>	Accounts Clerk
<b>Employment Status:</b>	Permanent, Part-time (25 hours per week)
<b>Reporting to:</b>	Finance and Administration Manager
<b>Direct Reports:</b>	Nil
<b>Date:</b>	June 2025

### 1. MISSION OF THE COLLEGE

Newman College is a Roman Catholic co-educational residential College affiliated with the University of Melbourne. The Society of Jesus, the Jesuits, are responsible for the administration of the College.

### 2. VALUES

The College's fundamental purpose is to foster the intellectual, ethical and spiritual life of its members, to enable them to become effective leaders in the community, mature in faith and committed to justice. The College seeks to assist its members in achieving the highest standards in their personal lives, in their studies and in the professions they will enter, standards based on Catholic and Jesuit values and showing a genuine compassion and respect for others.

### 3. ORGANISATION CONTEXT

The Society of Jesus is responsible for the administration of the College. The 1925 Agreement ('Pact') between the Archdiocese of Melbourne and the Society of Jesus concerning the administration of Newman College was most recently renewed in 2012. Opened in 1918, the College now has around 280 residential students – undergraduate and graduate, drawn from metropolitan and regional Victoria, interstate and overseas. Staff currently in residence at the College include, the Provost, the Deputy Provost, the Dean of Students, the Dean of Studies, the Rector, and the Jesuit Community.

The administration, finance, discipline, general welfare, and studies of the College are overseen by the College Provost who is appointed by the Archbishop of Melbourne upon the recommendation of the Provincial Superior of the Society of Jesus and in consultation with the College Council. The Provost administers the College subject to the rules and regulations drawn up in accordance with the Catholic and Jesuit ethos and tradition and approved by the Rector, the Archbishop, and the Council of the College.

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#### 4. THE SCOPE OF THE POSITION

The Accounts Clerk is responsible for the accurate and timely management of the College's accounts receivable and accounts payable processes, ensuring the efficient processing of both incoming and outgoing financial transactions, assisting with the reconciliation of accounts, and maintaining proper and thorough records for auditing and reporting needs. This position plays a pivotal role in upholding the College's cash flow, maintaining financial integrity, and ensuring adherence to regulatory requirements and the College's financial policies and procedures.

#### 5. KEY ACCOUNTABILITIES

##### 1. Accounts Receivable:

- **Debtor Invoicing:**
  - Generating and issuing debtor invoices including but not limited to students (college fees, scholarships and bursaries awarded, acceptance fees, student clubs fees), conferences, seminars, student clubs in a timely manner based on services rendered.
  - Ensuring accuracy of invoicing information entered into the finance system such as the type of transactions, quantities, amounts and terms.
  - Issuing credit notes for debtors when authorised by the Finance & Administration Manager.
- **Debtor Payment Collection:**
  - Tracking invoice payments and following up on overdue accounts on a weekly basis and ensuring timely collection.
  - Processing and applying customer invoice payments (electronic payments – BPAY, EFT, EFTPOS) accurately in the system.
  - Monitoring, verifying and resolving debtor accounts for any discrepancies or unusual transactions.
  - Setting up student debtors' instalment payment plans and following up unpaid instalments, weekly.
  - Providing a fortnightly Debtor summary report to the Finance & Administration Manager on outstanding debt with file notes on respective debtors with payment issues.
  - Liaising with debt collectors on payment of debt from debtors and advising of any new debtors.
- **Debtor Communication:**
  - Responding to customer inquiries regarding invoice issues or account statements.
  - Resolving disputes or discrepancies related to debtor invoices.
  - Reminding debtors of their outstanding debts at regular intervals with additional reminders or escalations based on the amount owed and the debtor's history.
- **Debtor Reporting:**
  - Preparing debtor aging reports and highlighting overdue accounts for the Finance and Administration Manager's review.
  - Assisting in preparing monthly, quarterly, and annual accounts receivable reports, including cash flow projections related to receivables.
- **Debtor Reconciliation:**
  - Reconciling the debtor aging report with cash receipts and resolving any discrepancies between aging outstanding invoices and cash receipts.

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- Ensuring receipts are accounted for and accurately posted on daily basis.
- Preparing and producing a standard debtor reconciliation report.
- Assisting in student bonds reconciliation and producing a standard student bond reconciliation report.
- Reconciling college fees, acceptance fees, scholarships and bursaries, and car parking fees in Excel worksheets with current student and scholarship/bursary data prior to uploading the data for debtor invoice entry and resolving discrepancies before invoices are raised.
- Reconciling college fees, acceptance fees, scholarships and bursaries, and car parking fees in general ledgers with current student and scholarship/bursary data immediately after invoices are raised and resolving any discrepancies promptly.

### 2. Accounts Payable:

- **Invoice Processing:**
  - Reviewing and verifying incoming supplier invoices for accuracy, completeness, and proper authorisation.
  - Verifying charge codes and inputting invoices onto the accounting system.
- **Payment Processing:**
  - Scheduling and preparing payments to suppliers via electronic transfers or BPAY if necessary, according to agreed terms.
  - Ensuring payments are made within due dates to maintain good supplier relationships.
- **Payment Reconciliation:**
  - Reconciling supplier statements with paid invoices and resolving any discrepancies between supplier invoices and the creditor payment report.
  - Ensuring all payments are accounted for and accurately posted on daily basis.
- **Suppliers Communication:**
  - Liaising with suppliers regarding payment status, resolving payment issues, and maintaining strong relationships.
- **Reporting:**
  - Assisting in preparing accounts payable reports, including cash flow projections related to payables.

### 3. Reconciliation and Reporting:

- Assisting in the month-end closing processes by ensuring accounts receivables and account payable records are up to date and accurate.
- Providing support to the finance team during audits by supplying necessary documentation and responding to queries related to accounts receivable and payable transactions.

### 4. Record Keeping and Compliance:

- Maintaining detailed and accurate records of all financial transactions, ensuring compliance with college policies and procedures and legal requirements.
- Ensuring adherence to financial processes and procedures and regulations such as tax rules, reporting standards, and audit requirements.
- Maintaining proper filing and organisation of invoices, receipts, payments and related documentation for easy retrieval via digital storage.

**5. General Administrative Support:**

- Assisting the Finance and Administration team with additional tasks such as data entry, record keeping, and other administrative duties as required.
- Working closely with other teams to resolve any issues affecting receivables or payables.
- Documenting accounts receivable and accounts payable processes and procedures.

**6. KEY SELECTION CRITERIA**

**1. Educational Qualifications:**

- Certificate IV in bookkeeping, accounting or a related field.

**2. Accounts Payable and Accounts Receivable Experience**

- Minimum of 3 years current experience in bookkeeping, covering both accounts receivable and accounts payable roles, including timely and accurate invoicing and payment processing, and resolving discrepancies.
- Proven ability to ensure efficient financial transactions and maintain proper documentation for auditing purposes.

**3. Accounts Reconciliation**

- Proven ability to perform accurate and timely account reconciliations, ensuring that ledgers are balanced, and financial records are up to date.
- Demonstrated ability to identifying and rectifying discrepancies and providing standard reconciliation reports.

**4. Verification and Accuracy**

- Strong capability in verifying financial data, including invoices, payments, and transactions, ensuring completeness and accuracy.
- Experience in cross-checking details, identifying inconsistencies, and resolving issues to maintain financial integrity.

**5. Attention to Detail**

- Demonstrated high level of accuracy and attention to detail in processing financial transactions.
- Thoroughly review documentation, ensuring figures are correct, and maintaining organised financial records.

**6. Technical Proficiency**

- Highly proficient in accounting software and intermediate level of Office 365 with advanced skills in Word and Excel, for managing financial data, generating reports, and streamlining processes.
- Strong knowledge and ability to utilise digital storage solutions for managing and organising all transactional documents.
- Demonstrated ability to quickly adapt to new systems and tools used for financial management.

**7. Documentation and Compliance with Procedures and Regulations**

- Strong understanding of, and ability to consistently adhere to established financial processes, procedures, and regulatory requirements.
- Ensuring compliance with college policies and applicable financial regulations.
- Strong knowledge of and ability to effectively document processes and procedures.

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### 8. Problem Solving and Discrepancy Resolution

- Demonstrated competence in identifying and resolving accounts related discrepancies and issues effectively and in a timely manner.
- Proven ability to investigate variances, analyse financial data, and collaborate with relevant teams to resolve issues.

### 9. Communication and Interpersonal Skills

- Excellent verbal and written communication skills to effectively interact with internal teams, students, and suppliers.
- Ability to communicate professionally and respectfully with all members of the College community and external stakeholders.
- Ability to clearly present financial information and explain discrepancies and resolutions in standard reports.

### 10. Organisational Skills:

- Exceptional ability to handle multiple tasks, prioritize effectively, and meet deadlines consistently

### 11. Ethics and Integrity:

- Proven ability to manage sensitive and confidential financial information with discretion.
- Strong ethical standards, ensuring transparency and integrity in all financial transactions.

## 7. POSITION DESCRIPTION ACKNOWLEDGEMENT

I have received, and fully understand the position description Accounts Clerk. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_