



**Position Description:** Senior Finance Officer

**Level / Grade of Position:** Educational Services (Schools) General Staff Award  
Level 5/6

**Employment Category:** Part Time, 0.6 FTE

**Reports to:** Finance Manager

**Prepared by:** HR Officer

**Date:** April 2026

## **Position Framework**

Maranatha Christian School is a non-denominational, co-educational Christian school providing education from Early Learning through to Year 12 over three sites in Melbourne's south-east. The School partners with parents and churches to deliver high-quality, Christ-centred education that reinforces biblical values and equips students for lives of service to the Lord.

The School's purpose is grounded in its Mission, Vision and Educational Creed, which affirm a biblical worldview informing Christian teaching and living. Staff are expected to actively support the Christian aims of the School and to model Christian values in their professional conduct and relationships.

Employment at Maranatha Christian School is founded on a Christ-centred, mutually supportive relationship characterised by love, humility, integrity, service and respect. The School recognises a biblical understanding of vocation and authority.

## **Purpose of the Position**

The Senior Finance Officer is a member of the finance team, providing accounting expertise and operational support across financial reporting and monitoring, payroll support, and general accounting functions.

The Officer contributes to the development of the School as a community which reflects our shared Christian faith and values, brings honour to God and is respected in the wider community.

## **Specific Activities and Duties**

### **Financial Reporting:**

- Assist the Finance Manager in preparing monthly reports including profit and loss, balance sheet, cash flows, and debtors report.
- Assist with cash flow management.
- Manage fixed assets.
- Prepare capital work in progress reconciliation reports.

### **Accounting:**

- Assist with the reconciliation of general ledger accounts, bank reconciliations and credit card reconciliation.



- Contribute to the continuous improvement and streamlining of finance processes and procedures.

## Annual Budget:

- Assist the Finance Manager and Business Manager with annual budget preparation, analysis, performance monitoring, and forecast development.
- Recommend budget adjustments as necessary.

## Statutory Compliance:

- Assist in the preparation of quarterly Business Activity Statements (BAS).
- Contribute to the preparation of monthly management reports.
- Support the completion of annual census reporting.

## Provide Support and Backup:

- Provide support and operational backup to the Accounts Payable Officer, including creditor payments, invoice processing, and responding to stakeholder enquiries.
- Provide support and operational backup for the Payroll Officer, including timesheet approvals and responding to general employee enquiries through SEQTA and TASS.

## **Person Specification**

### **Education and Experience**

- Tertiary qualification in Accounting, Commerce or Business (preferred).
- A minimum of three years' experience, preferably in an educational environment.

### **Skills**

- Strong accounting and bookkeeping skills, including reconciliations and journals.
- Advanced Microsoft Excel skills and strong capability across the Microsoft 365 suite.
- Good proficiency in finance systems and enterprise software (e.g. TASS or equivalent).

### **Personal Attributes**

- Excellent organisational and time management skills to manage competing priorities and meet deadlines in a busy operational environment.
- Strong written and verbal communication skills, enabling effective engagements with a diverse range of internal stakeholders.
- Ability to work both autonomously and collaboratively within a finance team.
- Commitment to confidentiality, professionalism and ethical financial practice.



## School Expectations

- Actively support and uphold the Christian values, Mission and Vision of Maranatha Christian School through professional conduct, relationships and service, including modelling an active Christian faith demonstrated through involvement in the wider Christian Church.
- Model integrity, respect, humility and professionalism in interactions with students, families, colleagues and the wider School community.
- Comply with all School policies and procedures, including child safety, work health and safety, and professional standards, contributing to a safe and supportive learning and workplace environment.
- Active participation and facilitation of staff devotions, worship and prayer times, including leading devotions as required from time to time.

## Scope of the Position

Number of People Managed or Supervised: Nil

Annual Budget Expenditure Responsibility: Nil

## Work-related Customer and Supplier Contacts

	Daily	Most Days	Weekly	Occasional
Students				
Parents				✓
Teaching Staff				✓
Administration Staff	✓			
Building / Grounds Staff				✓
Principal / Heads of Site				✓
Business Manager		✓		
Finance Manager	✓			
Board Members				
External Suppliers				✓
Compliance Bodies				✓
Other				✓

## Health and Safety Responsibilities

All Employees are responsible to:

- Take reasonable care for the Health and Safety of themselves and any person who may be affected by their acts or omissions at work.
- Cooperate with the management of Maranatha Christian School with respect to any action taken by Maranatha to comply with any legislative requirements and comply with safety procedures and directions.
- Not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health or safety.
- Inform the Principal/CEO, Business Manager, Head of Site and/or OHS Officer immediately of dangers and accidents and near accidents occurring at the workplace.

Any employee is authorised to cease work if it is considered unsafe to continue working so long as they immediately seek guidance or direction from the Head of Site or the Manager who has responsibility for managing the employee's work and safety at work, or from the Principal/CEO.



Teachers and other employees who supervise students have responsibilities in relation to the Health and Safety of students to:

- Act in accordance with their duty of care for the students in their care.
- Monitor the actions, behaviour and conduct of students and give directions to students in relation to Health and Safety matters which support and are in accordance with established school rules, procedures and disciplinary procedures and practices.
- Administer first aid and refer students on for more serious first aid or medical treatment if required.
- Complete and submit an accident/incident report for all student health matters which require more than minor first aid, and for all matters requiring an ambulance, or referral for medical or hospital treatment.

In seeking to fulfil their duty of care for students, teachers and others with supervision responsibility for students are not expected or authorised to take any action in an attempt to protect a student if taking that action would also be reasonably expected to put the teacher's own health or safety, or the health and safety of others at serious risk.

## **Child Safety**

The management, conduct and discipline of students is the responsibility of the Principal/CEO. The School Board delegates to the Principal/CEO the development, implementation and oversight of all child safety policies and procedures such that they ensure the safety of all children in the School.

Maranatha Christian School is committed to child safety. We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our policies and procedures. We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow. The School has a very clear Code of Conduct that all staff members must abide by. We support and respect all children, as well as our staff and volunteers. We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

Each member of staff at Maranatha Christian School must be committed to preventing child abuse and identifying risks early, and removing and reducing these risks, by helping to build a culture of safety. It is essential that each staff member is familiar with and implements correctly the school's child safety policies, including the *code of conduct*, *child protection* policy, *statement of commitment*, and *mandatory reporting* policy. These may be found under policies in School's shared drive.

The School is committed to training and educating our staff and volunteers regularly on child abuse risks.