Position Description	
Position Title	Administration Officer - Accounts Payable and Reception
FTE	Full-time
Reports to	Head of Frensham Schools through Director of Finance
Commencement	As soon as practicable

Position Overview

The **Administration Officer (Accounts Payable and Reception)** for Company Office is the first point of contact for all enquiries via telephone and in person. They are responsible for providing a warm and welcoming environment for staff, students, parents, and other stakeholders.

This role also encompasses the Accounts Payable function for the organisation.

It is essential for role to maintain strict confidentiality when handling sensitive information and ensure compliance with privacy regulations. Professional conduct is expected at all times, including respectful communication, discretion in managing data, and safeguarding the integrity of School records.

The role is offered on a permanent full-time basis, working throughout the school holidays, with 4 weeks annual leave per annum.

Key Responsibilities

<u>Reception/General Administration</u>

- Provide administrative support to the organisation as required.
- Manage incoming and outgoing communications of telephone calls, front desk enquiries, mail, orders and deliveries.
- Notify staff of visitor arrivals and maintain visitor sign in.
- Effectively communicate with internal teams to relay important information.
- Assist with the organisation of School events including travel bookings, ordering supplies and welcoming guests.
- Order and maintain school stationery and supplies.

<u>Accounts Payable</u>

- Undertake accounts payable duties in accordance with the Schools' Purchasing Policy and financial delegations, including:
    - Process supplier invoices and credit notes.
    - Prepare payment runs.
    - Reconcile supplier statements.
    - Follow up invoice queries with suppliers and staff.
    - Assist with month-end finance processes.

- Other tasks and duties as directed by the Director of Finance.

Position Requirements

Essential Criteria

- Previous accounts payable, bookkeeping or finance administration experience.
- Professional, courteous and respectful manner when interacting with staff, parents, students and other stakeholders.
- Excellent written and verbal communication skills.
- Strong attention to detail and commitment to accuracy.
- Demonstrated ability to maintain confidentiality and manage sensitive information.
- Strong organisational and time management skills with the ability to manage competing priorities.
- Strong computer skills, including database and Microsoft Office (Word, Excel and Outlook).
- Ability to work independently and collaboratively within a team.
- Willingness to take ownership of tasks and accept responsibility.
- Ability to remain calm, professional and solutions-focused in a busy environment.
- Current paid NSW Working with Children Check (or ability to obtain one prior to commencement).

Desirable Criteria

- Previous reception experience.
- Experience using financial management systems, preferably Synergetic.
- Experience working in an independent school, education or not-for-profit environment.
- Understanding of purchasing controls, delegations and compliance requirements.

Commencement: As soon as practicable.

Applications: Applications [addressed to Mr Geoff Marsh, Head of Frensham Schools] must include a cover letter, curriculum vitae and the contact details of two referees.

Please email applications to: hr@frensham.nsw.edu.au

Please apply as soon as possible as we will be interviewing progressively.

Further information: Call Victoria Hindmarch, +61 2 4860 2000.

All staff at Frensham Schools take an active role in ensuring our Child Protection programs, policies and processes are at the forefront of all that we do. A Working with Children Check Clearance Number must be provided to the School prior to confirmation of the appointment.