



Finance Officer – Full Time

Huntingtower has a long tradition of excellence and consistently performs academically among the top schools in Victoria. We are seeking a suitably qualified, detail-oriented and motivated Finance Officer to join our Finance team in a full-time capacity from late January 2026.

The Finance Officer is responsible for accounts payable, fee and debtor management and supports the Finance Manager across a range of financial tasks. The role requires accuracy, timeliness and outstanding service to all stakeholders.

Key responsibilities

- Process and reconcile accounts payable, including supplier set-up, purchase orders, invoice approvals, payment runs and monthly statement reconciliations
- Manage fee debtor functions including issuing statements, invoicing, collecting fees, handling payment plans and maintaining debtor records
- Assist with financial reporting, departmental budget reviews, reconciliations and audit queries
- Deliver excellent customer service to parents, suppliers and colleagues, responding promptly to enquiries and maintaining positive professional relationships
- Maintain accurate records, implement efficient processes and ensure compliance with relevant policies and procedures

What we are looking for

- A minimum of three years of experience in accounts payable and/or receivable is required.
- Certificate IV in Finance/ Accounting or equivalent level of education in accounting preferred
- Strong attention to detail, organisational skills and ability to meet deadlines
- Demonstrated experience with financial systems (Synergetic and/or Alii experience highly advantageous)
- Experience of working within a school environment preferred
- Excellent interpersonal and communication skills, with a professional and friendly attitude
- Ability to work collaboratively in a team environment while also managing tasks independently
- Commitment to ongoing professional learning and development

This is a **full-time, ongoing position** with 5.4 weeks annual leave, aligned with the school holiday periods. We offer a supportive work environment, opportunities for professional growth and the chance to contribute to our school's legacy of excellence.

Applicants must hold a current Working with Children Check, provide a clear Criminal Record Check, and demonstrate a strong commitment to child safety and the wellbeing of young people.

Information about the School can be found on our [website](#) and the position description is available below.

If you are a dedicated, organised and professional person who would like to become part of a caring Christian environment, please submit your application via the [Huntingtower School – Employment Opportunities](#), by **Friday 7 November** including the names, addresses and telephone numbers of three referees.

We will shortlist and interview high-quality applications as they are received, and we strongly encourage interested candidates to apply as soon as possible.

The School reserves the right to make an appointment at any stage of the recruitment process, including prior to the closing date for applications. We thank you for your understanding.

Huntingtower is a child safe employer and is committed to providing a child safe culture that ensures the care, protection and safety of all children and young people.

Huntingtower is committed to upholding Victoria's Child Safe standards and has a zero tolerance of child abuse. All interested applicants will be required to familiarise themselves with Huntingtower's Child Safety Policies and Codes of Conduct located on the Huntingtower [website](#). Candidates must demonstrate an understanding of appropriate behaviours when engaging with children.

The School undertakes several screening processes to protect children and young people appropriately in its care. This includes reference checks, identity checks, qualification checks and professional registration checks.

Huntingtower embraces non-discriminatory recruitment by providing equal employment opportunity to all and maintains strict privacy and confidentiality regarding your application. We welcome applications from people of all backgrounds, including Aboriginal and Torres Strait Islander people.



Position Description

Finance Officer (Full time)

Nature of Role

The Finance Officer is responsible for accounts payable, fee and debtor management and provides support to the Finance Manager across a range of financial tasks. Key duties include managing purchase orders, processing invoices, reconciling statements, managing billing and collections and assisting with financial reporting and projects as required.

The role requires accuracy, attention to detail and knowledge of school operations and timelines.

Main Responsibilities and Duties

Accounts Payable

- Setting up approved creditors in Synergetic
- Handling all creditor enquiries
- Verifying banking details of suppliers
- Petty cash and cash advance management, including reconciling and reporting
- Verifying all creditor purchase orders and invoice approvals, match all invoices to approved purchase orders
- Review of Alii open purchase orders and follow-up of purchase orders to be closed
- Collation and distribution of creditor invoices for approval
- Processing of invoices which have been checked, coded and approved (Alii to Synergetic)
- Maintain knowledge of all creditors functionality within the Synergetic system
- Implement electronic document record keeping for all creditor documents
- Utilise all creditor system reporting for efficiency of processing and analysis purposes
- Prepare payment runs and dispatch payment to suppliers, checking due dates
- Ensure that the GST has been correctly entered for all transactions, seeking advice where applicable
- Recording of school credit card payments, follow-up of missing documentation, scanning credit card statements & supporting documentation to the audit files
- Filing and archiving creditor records
- Reconcile monthly creditor statements and chase missing invoices.

Fee and debtor management

- Assist with any fee or account queries from parents and clients and resolve these in a timely manner
- Enter any debtor and term charges from different departments
- Manage optional school trips – invoicing, collection of instalments, reporting
- Receipt of Enrolment and waiting list fee payments
- Manage family discounts
- Maintaining Scholarships and Bursaries in Synergetic

- Assist with the generation and issue of school fee statements in accordance with the annual timetable
- Ensure timely collection of fees in accordance with the collection policy
- Follow up all outstanding accounts and recommend action or appropriate letters/responses for Finance Manager where escalation is required
- Manage payment plans – setting up of payment plans, calculation of annual fees and instalments, processing of the monthly instalments, reconciliation of the fees accounts (each term)
- Maintaining Debtors including their billing preferences and communications.

Finance related tasks

- Assist the Finance Manager with departmental budget reviews
- Monthly Reconciliation of income relating to HSAC
- Assist with audit queries
- Assist the Finance Manager with month end reconciliations as required
- Any other duties as requested by the Finance Manager or Director of Business Operations

Service Excellence and Customer Relationship Management

- Deliver accurate and effective communications to all Stakeholders
- Excellent consulting, writing, editing, presentation and communication skills
- Demonstrate a professional, helpful and friendly attitude
- Build and maintain a respectful and professional relationship with all stakeholders
- Ability to handle confidential information with integrity
- Excellent interpersonal skills and customer-service skills
- Displays empathy, commitment and resilience
- Possesses sound judgement and a calm and mature disposition
- Work well in a team and be prepared to assist others when required
- A firm belief in and commitment to the mission, vision and core values of the School with an ability to articulate and promote these values

Position Requirements

- A minimum of three years of experience in accounts payable and/or receivable is required.
- Certificate IV in Finance/Accounting or equivalent level of education in accounting preferred
- Demonstrated strong database and computer competency
- Experience in using Synergetic and/or Alii software (highly advantageous)
- Experience of working within a School environment preferred
- Well-developed time management, administrative and organisational skills
- Is flexible and has an ability to adapt and operate effectively in a demanding and changing business environment
- Commitment to ongoing professional development and participation in Professional Learning activities provided by the School
- 5.4 weeks annual leave to be taken during non-term time depending on operational requirements
- A current employment Working with Children Check (E) and a Criminal Record Check is a requirement of employment
- A positive history of working with children and experience in child-related work

- A strong belief in child safety and protection and a willingness to be actively engaged in the School's child safe culture

Flexibility

- This position may necessitate some out-of-hours work as required
- This position description is intended to provide a broad outline of the main responsibilities only. You will be required to perform these duties and any other duties the employer may assign to you, having regard to your skills, training and experience
- The post holder is required to be flexible in developing their role in agreement with the Finance Manager

Key Relationships

Reporting to:

- Finance Manager
- Director of Business Operations

Health and Safety

- Demonstrating full awareness of work health and safety issues and procedures, complying with these and taking responsibility for one's own health and safety
- Promote and support student, staff and visitor safety and well-being, anticipating and responding accordingly to potential threats
- Responsible for understanding and adhering to the school's risk management policy by identifying, reporting and mitigating risks in their area, modelling appropriate behaviour and participating in relevant training to ensure a safe environment
- Being familiar with emergency procedures and being ready to implement them if necessary

Commitment to Child Safety

Huntingtower is a child safe employer and is committed to providing a child safe culture that ensures the care, protection and safety of all children and young people. Huntingtower's robust human resources, recruitment and vetting practices are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out identity, qualification, professional registration and reference checks to ensure that we are recruiting the right people.

All staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations, including child safe standards. The School's Child Protection Program, including the *Child Safety and Wellbeing Policy*, *Child Safety Code of Conduct* and the *Staff Code of Conduct* is available via the Staff Portal. The following responsibilities are expected of all roles within the School.

All staff are expected to:

- Be familiar with the content of the School's Child Protection Program, including the *Child Safety and Wellbeing Policy*, the *Child Safety Code of Conduct*, the *Staff Code of Conduct* and with their legal obligations with respect to the reporting of child abuse
- Be responsible for understanding and applying the School's child safety policies and procedures, including identifying and addressing risks, identifying child abuse indicators, management of disclosures, reporting including mandatory reporting and complying with the *Child Safety Code of Conduct* and *Staff Code of Conduct* and related policies governing staff-student relationships
- Take all practicable measures to protect students where a risk to their safety has been

identified, where students are under their care

- Be aware of key risk indicators of child abuse, to be observant and to raise any concerns they may have relating to child abuse with one of the School's Child Protection Officers and/or with external agencies where required
- Be aware of students with whom you will have direct contact, in addressing child protection disclosures and needs of Aboriginal/Torres Strait Islander, those from a culturally and linguistically diverse backgrounds, international students, students with disabilities, those unable to live at home, children and young people who identify as LGBTIQ+ and other students experiencing risk or vulnerability
- Promote respectful relationships between students and adults and between students and their peers. These relationships are based on respect, honesty, kindness, trust and empathy
- Commit to providing an environment where students are safe and feel safe, where their participation is valued, their views respected and their voices are heard about decisions that affect their lives
- Comply with the *Child Safety and Wellbeing Policy* and act in accordance with the *Child Safety Code of Conduct* and *Staff Code of Conduct*

Acknowledgement

Position Descriptions may be modified from time to time in accordance with School Policy, relevant Awards or Legislative amendments.

Awards may be modified or replaced in accordance with the Fair Work Act 2009.