



Presbyterian Ladies' College

MELBOURNE

Position Description

Position:	Accounts Officer & ELC Fees Administrator
Position Status:	Part-time (0.6 FTE), ongoing
Classification:	Level 6.1, in accordance with the Presbyterian Ladies' College General Staff Agreement 2019-2021
Annual Leave:	6 weeks' annual leave to be taken during term-time breaks (this includes a mandatory shut down period over Christmas and New Year as well as College shut down days)
Reports to:	Business Manager and Assistant Business Manager. All positions in the College ultimately report to the Principal.

Presbyterian Ladies' College

Presbyterian Ladies' College Melbourne is a leading ELC-Year 12 Christian independent school for girls offering both the VCE and International Baccalaureate. PLC has an outstanding academic tradition, an international focus and strong pastoral and co-curricular programs focusing on encouraging leadership, service and life-long personal development and learning.

PLC seeks to appoint staff with the highest professional skills who can actively support the Christian teachings and ethos of the College. All staff must commit to a culture that supports and embraces Child Safe Standards.

Position Overview

The primary focus of the Accounts Officer & ELC Fees Administrator is to administer the billing, collection and Childcare Subsidy for the ELC as well daily processing and reconciliation of receipts for application, enrolment, tuition and other fees for the College.

Key Responsibilities:

- maintain the Child Care Management System (CCMS) database, Qikkids, for the College's Early Learning Centre (ELC) for new enrolments, absences and attendance records
- keep up to date with current legislation on the Childcare Subsidy and changes to the Qikkids CCMS system
- assist with the migration to a new CCMS digital platform, XPIor

145 PRESBYTERIAN
LADIES'
COLLEGE

PLC is an accredited International
Baccalaureate (IB) School

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Principal
Cheryl Penberthy
MEd BEEd MACE

- invoicing, collecting fees and processing receipts, managing customer enquiries and follow up of overdue accounts for the ELC
- collecting and processing PLC fee payments, Application and Enrolment fees and daily banking
- collecting and processing payments for school events, excursions and extracurricular activities
- reception relief and mail distribution as required
- assist the Fees Administrator with student charges as required
- PLC General ledger journals and reconciliations
- other duties as required
- experience in a similar role and knowledge of Child Care Management System (CCMS) database systems such as Qikkids or XPlor, desirable

Qualifications / Registrations:

- Current Working with Children Check (Employee), essential
- The successful applicant will be required to register for PRODA

Key Relationships:

- Business Office staff

Additional Information Relating to the Position

We provide a challenging, stimulating and nurturing Christian environment that is dedicated to the learning and development of the whole person – academic, emotional, social, creative, physical and spiritual.

We value:

- learning that is inspired by faith
- endeavour that enables the achievement of excellence
- service that defines leadership

We seek to promote the development of staff and students who exhibit the following attributes:

- *Scholar*: a confident and engaged person with an inquiring mind who takes responsibility for their learning
- *Thinker*: a creative, reflective and adaptive person who uses their intelligence to serve for greater good
- *Citizen*: a thoughtful, kind, and open-minded person with an informed world view, a well-developed social conscience and a sense of justice that is grounded in the values of Christian faith
- *Advocate*: a passionate person with a strong sense of agency who affects society and those around them in positive ways
- *Leader*: an articulate, capable and responsible person of integrity who works collaboratively, has a heart for service and uses their education to make the world a better place

All staff are required to:

- uphold the values and actively support the Christian ethos of the College
- be active participants in the College's pastoral care system and to actively support Year Level Coordinators and the Deputy Principal (Pastoral, Students and Staff) or the Head of Junior School in caring for all students

- attend scheduled staff meetings
- develop and maintain professional relationships with colleagues
- adhere to all College policies
- maintain current certifications and training as appropriate to position requirements
- be eligible to work in Australia

In attending to child safety all staff must:

- provide a safe and welcoming environment for all PLC students and any young people who visit PLC to engage in PLC approved activities
- promote the safety and wellbeing of children and young people to whom PLC provides services
- ensure that all interactions with students are positive and safe
- provide adequate care and supervision of all students, not only on the campus but whenever students are involved in PLC approved activities
- act as a positive role model at all times for students
- report any suspicions, concerns, allegations or disclosures of alleged abuse to a Child Safety Officer
- maintain valid VIT or WWCC (Employee) documentation
- report to the Principal any criminal charges or convictions received during the course of employment or volunteering that may indicate a possible risk to children and young people, including any such charges or convictions prior to employment

In attending to Occupational Health and Safety all staff must:

- participate in OHS related training
- adhere to Presbyterian Ladies' College's OHS policies and procedures
- comply with instructions given for the health and safety of themselves and of others, and adhere to safe work procedures
- actively participate in the development of risk assessment and / or job safety analysis, identifying, assessing and controlling hazards
- report all hazards, injuries, incidents and near misses via Wyse and to the OHS Manager
- assist with workplace inspections
- cooperate with management in its fulfilment of its OHS legislative objectives
- take reasonable care to ensure their own health and safety and that of others, and to abide by their duty of care provided for in the legislation

Child Safety Commitment

All students who attend Presbyterian Ladies' College Melbourne (PLC) have a right to feel and to be safe. The wellbeing and safety of all students in our care is our first priority and we have zero tolerance to child abuse. The protection of students is the responsibility of everyone who is employed at, or is engaged by, PLC in child-connected work. To ensure the safety and best interests of all students, we take into account the needs of those with an Aboriginal or Torres Strait Islander heritage, those from culturally and / or linguistically diverse backgrounds, and those with a disability.

Staff Obligation to Child Safety

All staff at Presbyterian Ladies' College Melbourne (PLC) take an active role, and are well informed of their obligations in relation to Child Safety under Ministerial Order No. 870 *Child Safe Standards*. The PLC Child Safety Commitment is incorporated into the School's employment cycle from recruitment and reference

checking, to induction and a commitment to regular Professional Learning. All staff at PLC are required to sign a statement that they have read, understood and agree to abide by the PLC Child Safety Policy and the PLC Child Safety Staff Code of Conduct.

Staff Obligation to Privacy

All PLC staff gain access to private and confidential information in the course of their duties. PLC Staff are expected to share this information in a professional context within the PLC community. Any confidential information may not be shared with any person beyond those expectations.

Mrs Cheryl Penberthy

Principal

December 2020

The purpose of this position description is to provide a general overview of the key responsibilities of the position and is not intended to represent the entirety of the position nor is it intended to be all-inclusive.