



JOB DESCRIPTION

- Name of Employee** :
- Job Title** : Executive Officer
- Directly Responsible to** : Principal
- Relating to** : Internal: Principal, Administrative Staff, Teachers and Students
External: Visitors, General Public, Proprietors, and Suppliers
- Purpose** : Management of school finances, property and payroll
- Hours** : 35 hours per week, term time only, and an additional three weeks.
- Remuneration** : Support Staff in Schools Collective Agreement, Grade and step to be negotiated

Key Performances	Performance Criteria/Expected Results	Never	Sometimes	Often	Always
1. Financial and General Duties					
1.1 Prepare initial data for school budget	Recommendations for savings and efficiencies made				
1.2 Monitoring of school Cash flow and Budget variance	Cash flow is managed				
	Budgets are monitored monthly based on financial statements				
	Expenditure is monitored and variances explained				
	Revenue flows are monitored				
1.3 Automatic payments and on-line banking are managed	Security is in place for on-line banking/ cheque banking				
1.4 Investments are placed according to delegated authority	Investment revenue is maximised				
1.5 The income and expenditure report is prepared for the BOT	Ensures that the report is prepared monthly and on time and is accurate				

1.6 The statement of financial position is prepared	Ensure capital expenditure and long-term obligations are made known to the BOT				
1.7 Bank accounts are reconciled	Ensures Cash movements and payments are accounted for				
1.8 Accounting discrepancies are resolved	Ensures Accounting information is accurate				
1.9 Accounts Payable & Accounts Receivable	Ensures accounts are authorised, processed and payments made				
	Any outstanding funding not received by due date is reported to the Principal				
	Debtors to reported to principal as required				
	Invoices and statements are prepared as required				
1.10 SUE report is checked for accuracy, banked staffing report is monitored and reports prepared for the Principal as needed	Novopay reports are analysed in detail to ensure accuracy and errors dealt with in consultation with the principal				
1.11 Maintain accurate and effective filing both electronically and hard copy	Ensures Financial filing system is efficient				
	Ensures records are easily accessible for the accountant and Principal				
	Financial & HR records are kept as per government legislation				
1.12 Capital expenditure is managed strategically	Capital expenditure aligns with long term plans				
	Ensures Capital expenditure is authorised				
	Quotes are obtained for capital expenditure				
	The school has a current asset register (updated at least annually)				

1.13 The GST return is completed	Ensures that GST returns are accurately completed and filed on time				
1.14 Insurance cover is in place for the school's requirements	Insurance is checked and the insurer advised of potential claims				
Claims are handled in accordance with procedures	Claims are processed				
1.15 Building Warrant of Fitness is processed and current.	Building warrant of fitness is processed and current				
	Regular Fire Alarm checks are completed				
	School maintenance plans are implemented, monitored and variances are reported				
1.16 Personnel & Payroll	Ensure all new staff complete payroll forms including IRD forms				
	Ensure new staff are put promptly on to the MOE Payroll system				
	Ensure all staff are paid correctly				
	Ensure all staff leave is recorded				
	Accurate instructions are forwarded to payroll				
	Staff payroll queries are followed up in a timely manner				
	Staff are informed about payroll dates, changes etc				
	Details about superannuation are provided on request				
1.17 End of year financial reporting is completed and Audit is managed	Ensures accounts are prepared for audit				
	Completes end of financial year annual report is on time				
	Ensures Auditor enquiries are handled				

1.18 Long term property maintenance	Ensures long term property maintenance plan is kept up to date				
	Record all completed works				
	Ensures all works are completed by due date				
	Records kept of all works, contractors, costs and standards				
1.19 Preventative Maintenance	Ensures regular maintenance checks are done				
	Ensures minor maintenance work is done when required				
	Ensures where appropriate that tradesperson assistance is obtained				
1.20 School cleanliness and hygiene	Ensures the school is kept as clean as possible at all times				
	Liaises with contract cleaners where applicable				
1.21 Grounds	Ensures Maintenance of cleaning equipment is carried out				
	Ensures checks on sanitation equipment are carried out				
	Ensures that the school grounds are well maintained – lawns mowed, fields marked, fences and gates maintained etc				
	Ensures the gardens are weeded, watered and fertilised etc				
1.22 Minor capital works	Management of minor capital works programme				
	Ensures where appropriate that quotes and specifications are obtained				
	Monitors the work				
1.23 Security	Ensures that the security company is working to its contract				

	Has in place an up to date security call out list for the security company				
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2. School financial administration					
2.1 Oversee the creditors system	Statements, invoices and order forms are collated promptly to ensure payment by the 20th of month				
	Invoices are stamped & authorising signature obtained from budget holder				
	All cheques are printed accurately and presented for signature in cheque no order				
	Cheques are despatched promptly				
	Invoices are filed monthly in creditors files				
2.2 Oversee debtors system	Receipts are issued for all fees, parent donations, uniform and stationery sales				
	Liaise with Principal re any invoicing that may be required				
	Apportion stationery accounts to appropriate departments				
2.3 Deal with financial queries from parents, students, staff, businesses	Front line queries are dealt with promptly and pleasantly				
	The Principal is involved where appropriate in answering queries				
	Staff are assisted in completing internal financial transactions				
	Budget holders are prompted to follow financial procedures				
2.4 Prepare and check the annual accounts, asset register and inventories	Collation of all requested information for Accountants and Auditors				

3. Novopay					
3.1 Action staff payroll changes	Work with the Principal to complete and send new staff details, staff pay changes, funding changes and other forms to Novopay				
3.2 Action the payment of relieving teachers	Collect in the relievers pay claim forms				
	Check the forms for the relevant authorisation or verify from emails and notes sent				
	Process on Novopay website once appropriate authorisation has been received				
	Ensure all claim forms received are processed in the relevant pay period				
	Be aware of Payroll pay periods and the cut off dates				
3.3 Action staff leave forms & emails	Ensure that all staff leave applications are processed within the correct payroll period and the correct forms have been prepared for payroll				
	Ensure that staff sick leave is recorded with payroll and the correct forms have been completed for payroll				
	Ensure leave without pay is recorded with payroll within the correct pay period and the correct forms have been completed				

4. Smooth efficient running of the office					
4.1 Maintain efficient filing systems	Information required is readily available and is stored in a manner which maintains integrity of material				
4.2 Maintain a sound working environment	A clean, tidy, business-like office providing an excellent image to public and staff				
4.3 Ensure all necessary information is provided to pupils and staff when required	Efficient dissemination of all information in a timely and appropriate manner				
4.4 Ensure confidentiality is maintained at all times					

5.0 Property					
5.1 Oversee maintenance and development of the property under the guidance of the principal	Purchasing furniture, resources etc as directed by the principal Be involved in discussions re site development if requested				
5.2 Interface with school contractors e.g. cleaners	Employ contract workers as required. Ensure the work done is as specified, e.g. the cleaning contract				
5.3 supervise the caretaker and grounds man	Interface with site requests from staff. Direct the grounds man and caretaker				
6 Other duties					
6.1 Participate in the annual appraisal process	Participate in such interviews, discussions and appraisal as required by the annual appraisal process				
	Appraisal of the Student Administrator, Front Administrator, Caretaker and Groundsman				
6.2 Completion of any other reasonable duties at the direction or request of the Principal	Smooth efficient running of the school				

Signed

Principal _____ Date _____

Executive Officer _____ Date _____