

JOB DESCRIPTION

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| 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 | : | 37.5 hours per week, term time plus two weeks prior to Term 1, one week following Term 4. and extra hours as negotiated |
| 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 via Monty Software package | Recommendations for savings and efficiencies made | | | | |
| 1.2 Monitoring of school Cash flow and Budget variance via Monty reporting functions | 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 via Xero | 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, per meeting | 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 via Xero | 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 via Xero | Ensures accounts are authorised via ApprovalMax software package, processed and payments made Any outstanding funding not received by due date is reported to the Principal Debtors reported to principal as required Invoices and statements are prepared as required | | | | |

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| 1.10 SUE report is checked for accuracy, banked staffing report is monitored and reports prepared for the Principal as needed via use of SchoolData Toolkit software package | EdPay reports are analysed in detail to ensure accuracy and errors dealt with in consultation with the principal Monitor Pourato Resourcing for changes to Staffing Entitlement | | | | |
| 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 Ensure records of assets are maintained via Asset Annie system | | | | |
| 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. Claims are handled as per procedures | Insurance is checked and the insurer advised of potential claims 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 | | | | |

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| 1.17 End of year financial reporting is completed and Audit is managed | <p>Staff payroll queries are followed up in a timely manner</p> <p>Staff are informed about payroll dates, changes etc</p> <p>Details about superannuation are provided on request</p> <p>Ensures accounts are prepared for audit</p> <p>Completes end of financial year annual report is on time</p> <p>Ensures Auditor enquiries are handled</p> | | | | |
| 1.18 Long term property maintenance | <p>Ensures long term property maintenance plan is kept up to date</p> <p>Record all completed works</p> <p>Ensures all works are completed by due date</p> <p>Records kept of all works, contractors, costs and standards</p> | | | | |
| 1.19 Preventative Maintenance | <p>Ensures regular maintenance checks are done</p> <p>Ensures minor maintenance work is done when required</p> <p>Ensures where appropriate that tradesperson assistance is obtained via liaison with Lead Caretaker</p> | | | | |
| 1.20 School cleanliness and hygiene | <p>Ensures the school is kept as clean as possible at all times</p> <p>Liaises with contract cleaners where applicable</p> | | | | |
| 1.21 Grounds | <p>Ensures Maintenance of cleaning equipment is carried out</p> <p>Ensures checks on sanitation equipment are carried out</p> <p>Ensures that the school grounds are well maintained – lawns mowed, fields marked, fences and gates maintained etc</p> <p>Ensures the gardens are weeded, watered and fertilised etc</p> | | | | |
| 1.22 Minor capital works | <p>Management of minor capital works programme</p> <p>Ensures where appropriate that quotes and specifications are obtained</p> <p>Monitors the work</p> | | | | |

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| 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 | | | | |
| 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 entered into Xero and authorised via ApprovalMax by budget holders/Principal/Board Presiding Member 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 and photocopying 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 Maintenance of Asset Annie asset register system | | | | |

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| <p>3. EdPay - Payroll</p> <p>3.1 Action staff payroll changes</p> <p>3.2 Action the payment of relieving teachers</p> <p>3.3 Action staff leave forms & emails</p> | <p>Work with the Principal to complete and send new staff details, staff pay changes, funding changes and other forms to EdPay</p> <p>Collect in the relievers pay claim forms</p> <p>Check the forms for the relevant authorisation or verify from emails and notes sent</p> <p>Process on EdPay website once appropriate authorisation has been received</p> <p>Ensure all claim forms received are processed in the relevant pay period</p> <p>Be aware of Payroll pay periods and the cut off dates</p> <p>Ensure that all staff leave applications are processed within the correct payroll period and the correct forms have been prepared for payroll</p> <p>Ensure that staff sick leave is recorded with payroll and the correct forms have been completed for payroll</p> <p>Ensure leave without pay is recorded with payroll within the correct pay period and the correct forms have been completed</p> | | | | |
| <p>4. Smooth efficient running of the office</p> <p>4.1 Maintain efficient filing systems</p> <p>4.2 Maintain a sound working environment</p> <p>4.3 Ensure all necessary information is provided to pupils and staff when required</p> <p>4.4 Ensure confidentiality is maintained at all times</p> | <p>Information required is readily available and is stored in a manner which maintains integrity of material</p> <p>A clean, tidy, business-like office providing an excellent image to public and staff</p> <p>Efficient dissemination of all information in a timely and appropriate manner</p> | | | | |

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| 5 Property and Health and Safety 5.1 Oversee maintenance and development of the property under the guidance of the principal 5.2 Interface with school contractors e.g. cleaners 5.3 Provide oversight and support for the Lead Caretaker 5.4 Provide day to day management and oversight of Health and Safety risks at School | Purchasing furniture, resources etc as directed by the principal Be involved in discussions re site development if requested Employ contract workers as required. Ensure the work done is as specified, e.g. the cleaning contract Interface with site requests from staff. Discuss and liaise with Lead Caretaker Maintain health and safety risk register Inform principal (as PCBU) of critical health and safety risks Report per Board Meeting on summary of Health and Safety risks and how mitigated | | | | |
| 6 Other duties 6.1 Participate in the annual appraisal process 6.2 Completion of any other reasonable duties at the direction or request of the Principal | Participate in such interviews, discussions and appraisal as required by the annual appraisal process Smooth efficient running of the school | | | | |

Signed

Executive Officer: _____

Date: _____

Principal _____

Date: _____