**Position Overview**

The Accounts Officer assists the Business Manager and Campus Director with the business administration and daily running of the Campus, including examinations, payroll administration, invoice receipting, purchases and campus resources and supplies.

**Key Data**

- No of direct reports: 0
- No of indirect reports: 0
- Contacts/Relationships: Internal: Campus staff, Students, Corporate Office
- Work stream: WS2
Key Responsibilities

These will include some or all of the following:

Accounts support
- Prepare purchase orders in accordance with CMS purchasing policy and authorities, process invoices
- In conjunction with the Business Manager, receipt deliveries, check invoices for accuracy and code for processing
- Raise cheques for COD suppliers
- Maintain a spreadsheet of processed creditors
- Prepare monthly accruals schedule
- Prepare adhoc costing and purchasing reports
- Handle any queries regarding supplies, invoices or payment
- Assist the Business Manager to plan building development by preparing appropriate capital expenditure plans to facilitate the program
- Cashiering duties as required

Campus payroll support
- Liaise with managers to ensure all timesheets and leave forms are accurate and submitted in time for processing
- Maintain campus employees' time off in lieu (TOIL) records and assist with follow up of un-logged absences in conjunction with managers
- Respond to any payroll queries
- Prepare employment contracts and associated information for new employees and submit details to Payroll at Corporate Office Gold Coast
- Maintain confidential personnel records
- Create and issue employee identification tags

Examination invigilators support
- Manage the delivery of term examinations including the allocation of exam rooms; recruitment, training and payment of invigilators
- Source, invite and schedule invigilators for each term's exams
- Complete all administration, including payment arrangements
- Assist with running exams

Supplies
- Liaise with campus suppliers and ensure that appropriate levels of paper, stationery items and miscellaneous office equipment as required are available
- Manage photocopiers on Campus including maintaining supplies of paper and toners, fix any basic problems; report on usage; and arrange for service and repair of photocopiers, as required
- Maintain stationery cupboards and office supplies for the Campus and lecturers, ordering as required
- Maintain kitchen supplies and other consumables as required
- Arrange for the supply of miscellaneous office equipment
- Order, manage and return any rented equipment

General
- Relieve reception
- Undertake other duties as required
Governance

- Adhere to all CMS WHS policies and procedures ensuring reasonable care is taken for his or her own health and safety and take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons

- Adhere to all CMS Equal Employment Opportunity policies and procedures designed to eliminate discrimination and harassment and promote equality of all people and ensure individual’s actions do not negatively affect other staff member’s health, career, or general well-being by treating people equally and avoiding discrimination in relation to recruitment and selection, access to promotions, transfers, training and development opportunities and other work-related benefits

Person Profile

Qualifications and Experience:
Year 12 qualification is required and a business-related undergraduate qualification would be looked upon favourably. Accounts and office administration experience is required, with a good knowledge of basic accounting principles. Experienced in Microsoft Office, particularly Excel.

Attributes:
- Numerate and analytical, with problem solving skills
- Good influencing and time management skills
- Must be able to keep sensitive information confidential
- Customer service focused
- Excellent communication skills
- Enjoys a multicultural environment
- Self-motivated, efficient, organised and able to work to deadlines
- Able to multi-task
- Enjoys working as part of a team

Job Classification: Accounts Officer

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