



Christ Church Grammar School

DUTY STATEMENT

Accounts Receivable Officer

DATE: August 2026

STATUS: 1.0 FTE

TIME: Full-time, ongoing

HOURS: 37.5 hours per week. Annual and other leave to be negotiated and taken when mutually agreed.

FACULTY/AREA OF RESPONSIBILITY: Finance

POSITION CONTEXT:

Christ Church Grammar School is an Anglican day and boarding school for boys from Pre-Kindergarten to Year 12. Located in Perth, Western Australia, the School overlooks the Swan River at Freshwater Bay in Claremont. Enrolments are comprehensive and at present are approximately 1750 students including boarders.

The Accounts Receivable Officer supports the School's financial operations by managing accounts receivable activities, ensuring accurate billing and receipting, maintaining debtor account integrity, and facilitating the timely collection of outstanding fees.

LINE MANAGEMENT:

Reporting directly to the Business Manager

WORKING RELATIONSHIPS:

- **Internal Stakeholders:** Chief Financial Officer, Business Manager, Finance Team, School staff as required.
 - **External Stakeholders:** Parents and Guardians, Banks and Financial Institutions, Auditors and External Service Providers as required.
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KEY RESPONSIBILITIES:

Accounts Receivable Management

- Manage the School's day-to-day accounts receivable function.
- Process and manage billing for current families in accordance with the applicable billing cycle (Annual, Semester, Term, or Monthly).
- Manage debtor accounts and follow up outstanding fees through reminders and collection activities to ensure timely payment.
- Respond to parent and debtor account enquiries and resolve billing discrepancies promptly and professionally.
- Work closely with the Chief Financial Officer and Business Manager to manage overdue and outstanding debts.
- Regularly review debtor records and master files to ensure accuracy and completeness.

Banking and Reconciliations

- Receipt and allocate all deposits received into School bank accounts to support accurate bank reconciliations.
- Act as Co-Administrator for the School's banking platforms.

- Perform month-end and year-end accounts receivable reconciliations and reporting in accordance with agreed timelines.

Reporting and Continuous Improvement

- Prepare and provide accounts receivable reports and supporting information for the Finance team and external auditors as required.
- Identify opportunities to improve processes and systems and make recommendations to management.

General Responsibilities

- Maintain confidentiality of all financial and personal information.
- Adhere to workplace health and safety requirements and safe work practices.
- Undertake other duties as reasonably directed.

KEY RESULT AREAS:

Customer Service

- Deliver high-quality customer service by responding to enquiries within the timeframes outlined in the School's communication policy.
- Demonstrate sensitivity, professionalism, and discretion when dealing with members of the School community and external stakeholders.
- Build positive relationships and ensure customer expectations are met through timely, accurate, and professional communication.

Teamwork and Collaboration

- Contribute positively to the Finance team and support a collaborative team culture.
- Build productive working relationships with colleagues across the School.
- Engage professionally with the wider School community and support the School's ethos, aims, and objectives.

Performance and Accountability

- Take ownership of responsibilities and demonstrate initiative in completing tasks.
- Exercise sound judgement and problem-solving skills within the scope of the role.
- Complete work accurately, efficiently, and within established deadlines.
- Maintain professional standards, confidentiality, and ethical conduct at all times.

EXPERIENCE AND QUALIFICATIONS:

This position requires

- National Police Certificate.
- Current Working with Children Check.
- Demonstrated experience in accounts receivable, including debtor management, billing processes, and collection activities.
- Experience using automated accounting systems and financial management software.
- Proficient Microsoft Office skills, including intermediate-level Excel.
- Strong attention to detail and a high degree of accuracy.
- Ability to manage confidential information appropriately.
- Strong organisational and time management skills, with the ability to prioritise competing tasks and meet deadlines.
- Ability to work effectively and professionally in a busy environment.
- Well-developed interpersonal and communication skills, with the ability to engage effectively with stakeholders at all levels.

The person must have

- Initiative and accountability.
- Reliability and flexibility.
- Tact, diplomacy, and professionalism.
- Strong customer service focus.
- Ability to work independently and as part of a team.
- Willingness to assist across broader administrative functions when required.
- Commitment to continuous professional and personal development.
- Ability to communicate effectively with a diverse range of stakeholders.

SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Christ Church Grammar School takes child protection seriously, and as an employee of the School, you are required to meet the behaviour standards outlined in our Child Protection Policy and the Staff Code of Conduct, as updated from time to time.

Therefore, as part of your duties and responsibilities, you are also required to:

- Provide a welcoming and safe environment for children and young people.
- Promote the safety and wellbeing of children and young people to whom we provide services.
- Ensure that your interactions with children and young people are positive and safe.
- Provide adequate care and supervision of children and young people in your charge.
- Act as a positive role model for children and young people.
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management.
- Maintain a valid Working with Children Check.
- Report to management any criminal charges or convictions you receive during the course of your employment/volunteering that may indicate a possible risk to children and young people.
- Participate in professional learning covering the Staff Code of Conduct and all school policies and procedures at least biennially.

SALARY, TERMS AND CONDITIONS:

- The successful applicant will be employed under the Christ Church Grammar School (Support Staff Enterprise Bargaining) Agreement 2025.
- Opportunity to further your career through Professional Development and study considered.
- Salary will be negotiated according to qualifications and years of experience.