

POSITION DESCRIPTION

Title: Finance Officer

Classification: HEW5

Reports to: Head of Finance & IT

Direct reports: NA

Issue date: November 2025

JOB PURPOSE

The Finance Officer plays a pivotal role in supporting the financial operations of the National Art School (NAS). This position ensures the smooth and accurate management of purchasing, accounts payable and receivable, student fees, and financial reporting. As part of a small, collaborative team, the Finance Officer contributes to the financial integrity of NAS while supporting its creative and educational mission.

KEY RESPONSIBILITIES

Financial Operations & Systems

- Oversee accounts payable and receivable, ensuring timely and accurate processing.
- Maintain the online purchase order system, working closely with Heads of Department to resolve queries.
- Ensure accurate record keeping through the NAS Financial Information System, including general ledger maintenance and reconciliation.
- Prepare and process EFT payments, payroll submissions, and weekly banking deposits.
- Reconcile bank accounts, petty cash, and corporate credit card transactions.

Student Fees & Reporting

- Reconcile student fees and charges via Paradigm; liaise with Student Services to resolve discrepancies.
- Income recognition for student fees.
- Provide timely reports on student enrolment figures to the Executive team.
- Assist with the preparation and submission of Higher Education reports and ensure compliance with regulatory requirements.

Venue Hire & Exhibition Support

- Review venue hire contracts, issue invoices, process payments and bond refunds.
- Support the Venue Hire Team with cancellations and additional charges.
- Assist with exhibition sales and catalogue tracking.

Financial Reporting & Compliance

- Support the Head of Finance and IT in preparing income and expenditure forecast.
- Assist with month-end and year-end processes, and annual external audit preparation.
- Set up credit accounts for new suppliers and allocate payments to invoices.
- Follow up on outstanding creditor payments.
- Maintain financial documents and office records in line with audit and compliance standards.

Governance & Continuous Improvement

- Stay informed on higher education financial regulations and ensure NAS processes remain compliant.
- Contribute to process improvements and perform other duties as required.
- Ensure all purchasing and contracting activities comply with NAS' procurement policies and relevant financial delegations.
- Uphold ethical practices, EEO, and WHS policies.

QUALIFICATIONS / EXPERIENCE

- A relevant qualification in finance or accounting;
- Demonstrated experience in financial operations, including accounts

payable/receivable, reconciliations and general ledger maintenance;

- Proficiency in financial systems and tools, including EFT processing, payroll submissions and banking procedures;
- Excellent organisational, administration and records management skills;
- Strong verbal and written communication skills;
- Ability to interpret and apply financial policies, procedures and understanding of the financial environment;
- Ability to work both as a team member and independently;
- Ability to use initiative and make decisions in a high-volume environment;
- Commitment to ethical practices, confidentiality and continuous improvement;
- Excellent computer skills, especially Excel.



KEY RELATIONSHIPS

Internal	
Executive Leadership Team	Reporting Line to Chief Operating Officer
Direct Manager	Head of Finance & IT
Direct Reports	NA
Heads of Departments	Develop and maintain effective working relationships.
Students	Liaise as required.
Colleagues	Develop and maintain effective working relationships.
Stakeholders	Develop and maintain effective working relationships.

ACKNOWLEDGMENT

I have read and understood this position description and I accept the key accountabilities outlined in this position description. I understand that this position description is used primarily for the purposes of position salary band evaluation, candidate information and as a reference point for performance agreements and reviews. This position description does not attempt to define specific tasks of the position.

Print Name: _____

Signed: _____

Date:



NATIONAL
ART
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P.D. REVIEWED & APPROVED

NAME	POSITION	SIGNED	DATE
	Executive Team Leader		
	CEO		