



Job Description

Methven Area Bus Group Finance Assistant

Responsible to: Principal Mount Hutt College
Bus Group Chairperson

Functional relationships: Bus Coordinator
Bus Group Committee
Mount Hutt College Finance Manager

Overview

Responsible for the monies received and paid by the Methven Area Bus Group. All financial transactions must follow the Mount Hutt College financial procedures. All Methven Area Bus Group finances will be audited as part of the Mount Hutt College Annual Accounts.

Key Tasks:

Incoming

1. Receive monies in.
2. Record details on Musac financial programme.
3. Bank all money and cheques.
4. Reconcile bank statements.
5. Receive invoices.
6. Obtain authorisation for payments of invoices.
7. Prepare cheques or on-line bill payments.

Outgoing

1. Produce invoices to parents for bus fares.
2. Produce a termly statement for parents.
3. Follow up on debtors.

Reports

1. Produce monthly report for Solutions and Services and Principal of Mount Hutt College.
2. Email report to the Bus Group committee members.
3. Attend finance section of the Methven Area Bus Group bi-monthly meetings.

Other

1. Produce bi-monthly GST returns for Solutions and Services. Transfer funds to Mount Hutt College where there is GST to pay. Arrange for Mount Hutt College to transfer funds to the Bus Group where there is a refund.
2. Manage the transfer of funds between the two Methven Area Bus Group bank accounts. The Principal of Mount Hutt College will oversee these transfers in accordance with school policy.



Job Description

Snowfed Finance Assistant

Responsible to: Principal Mount Hutt College
Bus Group Chairperson

Functional relationships: Editor of *Snowfed*
Assistant Editor of *Snowfed*
Mount Hutt College Finance Manager

Overview

Responsible for the monies received and paid by the *Snowfed* community newspaper. All financial transactions must follow the Mount Hutt College financial procedures. All Methven *Snowfed* finances will be audited as part of the Mount Hutt College Annual Accounts.

Key Tasks:

Incoming

1. Receive monies in.
2. Record details on Musac financial programme.
3. Bank all money and cheques.
4. Reconcile bank statements.
5. Receive invoices.
6. Obtain authorisation for payments of invoices.
7. Prepare cheques or on-line bill payments.

Outgoing

1. Action invoices provided by *Snowfed* staff.
2. Produce statements to customers.
3. Follow up on debtors.

Reports

1. Produce monthly reports for Solutions and Services and Principal of Mount Hutt College.

Other

1. Produce the bi-monthly GST return for Solutions and Services. Transfer funds to Mount Hutt College where there is GST to pay.
2. Manage the transfer of funds between the various *Snowfed* bank accounts. The Principal of Mount Hutt College will oversee these transfers in accordance with school policy.