



**POSITION TITLE:** Finance Manager  
**DATED:** October 2018  
**REPORTS TO/Manager:** Principal  
**Prepared by:** Head of Human Resources

---

### **POSITION PURPOSE**

The Finance Manager is responsible for the financial reporting, analysis, costing and compliance to provide accurate and timely information needed to run the College. A strategic approach to the varying and competing needs of the College is expected. These outcomes will be achieved through the development of a highly focussed, professional and resilient team and the building of strong working relationships throughout the College. The Finance Manager will support the Principal in providing key strategic and analytical advice on behalf of the Principal to the Board and its Committees.

### **POSITION STATUS**

Permanent part time position. The hours and days of work are negotiable

It is envisaged that the FTE (Full Time Equivalent) will be between 0.7 to 0.8, with a minimum of four weeks' annual leave.

However, both the FTE and leave allocation are negotiable.

There will be times in the financial reporting cycle such as month or year-end where longer days / hours may be required to meet deadlines. The position is required across 52 weeks of the year (not a term time role) with the preference for annual leave to be taken during term breaks provided the demands of the Finance reporting cycle and department are addressed.

### **WORKING RELATIONSHIPS**

As a multi-faceted role, good communication and relationships with a wide range of staff are essential.

The Finance Manager will lead a team of finance professionals in their work and report directly to the Principal. Currently the Finance team comprises of four staff - Accountant, Accounts Receivable and Billing, Payroll and Accounts Payable.

To be successful in the role high levels of quality communication will be required with teaching and other corporate professional leaders. In particular, the position will need to establish and maintain excellent communication with academic staff along with Finance team, Facilities, Catering, Information Services, Human Resources and key administrative staff.

### **DUTIES & ESSENTIAL JOB FUNCTIONS**

Ensure the organisation has clear delegations of authority in order to meet its objectives.  
Active contribution to short and long term strategic planning and formation of operational and business plans.

Functions	Measure(s) of Success
<p><b>Financial Management:</b></p> <ul style="list-style-type: none"> <li>• Monthly management reporting</li> <li>• Oversight and control of accounts payable, receivables, purchasing and billing systems</li> <li>• Balance sheet reconciliation, review and recommendations.</li> <li>• Asset and subsidiary ledger review and maintenance</li> <li>• Management of audit process and liaison with external auditors and preparation of audit work papers</li> <li>• Annual accounts/reporting</li> <li>• FBT &amp; BAS submission</li> <li>• Control and administration of the Synergetic general ledger module</li> <li>• Review of creditor payment batches</li> <li>• Banking relationship and administration of online banking permissions</li> </ul>	<p>Effective, robust and up to date Delegations Policy communicated to all.</p> <p>On a monthly basis meeting deadlines with accurate and complete management accounts within 4 working days.</p> <p>Support systems and subsidiary ledgers up to date and accurate at all times. Annual financial statements and audit completed within agreed timeframes.</p>
<p><b>Management Accounting:</b></p> <ul style="list-style-type: none"> <li>• Accurate and timely reports and financial interpretation provided to the Principal</li> <li>• Annual budget prepared ensuring budget processes are effective and efficient and outcomes support strategic aims</li> <li>• Financial reporting development to support the College's strategic aims</li> <li>• Expense review, analysis, remedial action as necessary</li> <li>• Participation in capital projects development, tracking and reporting</li> <li>• Cash flow and forecast development, analysis and interpretation (short and long term)</li> <li>• Provision financial education to budget holders to support sound fiscal management</li> </ul>	<p>Accurate recording and insightful analysis.</p> <p>Analysis able to be understood by target audience.</p> <p>Implementation of agreed strategies arising from analysis.</p>
<p><b>Finance staff management:</b></p> <ul style="list-style-type: none"> <li>• Team structure &amp; resilience</li> <li>• Job descriptions</li> <li>• Performance reviews</li> <li>• Professional development</li> <li>• Effective communication</li> </ul>	<p>Development of staff positions to ensure resilience in a small team.</p> <p>Professional development of individuals and team to foster improved operational and personal outcomes.</p>
<p><b>Corporate Governance:</b></p> <ul style="list-style-type: none"> <li>• Perform all statutory reporting and compliance with ACNC, Companies Act and relevant legislation</li> <li>• Financial representation on various committees as required</li> <li>• Perform the role of Company Secretary which includes <ul style="list-style-type: none"> <li>○ Attending Board and committee meetings to respond to financial matters</li> <li>○ Responsibility for minutes, agenda and distribution of Council and Committee packs</li> </ul> </li> <li>• Be a member of Risk &amp; Compliance and OHS committees, including attending any necessary training</li> </ul>	<p>Compliance with legislation and reporting deadlines</p>
<p><b>Administration:</b></p> <ul style="list-style-type: none"> <li>• Payroll oversight</li> <li>• Finance systems review and renewal</li> <li>• Ensure submission of ABS &amp; any other benchmarking surveys</li> </ul>	<p>Systems and procedures in place to ensure timely and accurate review and processing are in place.</p>

## **OTHER FUNCTIONS AND RESPONSIBILITIES**

The Finance Manager is expected to develop and mentor finance staff and take a leading role in the development of an efficient and caring team of professionals. The Finance Manager is expected to take an active role in improving the financial information flows and management of financial issues throughout the College and enhancing the financial expertise of non-Finance staff.

## **QUALIFICATIONS AND SKILLS**

- Member of professional accounting body (ICAA or CPA)
- Demonstrated experience in a similar position within a service environment
- Ability to multi-task and set priorities
- Ability to work under pressure and handle conflicting priorities
- Exceptional verbal and written communication skills
- Equally at ease dealing with parents, students at all levels, teachers and the many diverse parts of the College community.
- Exceptional organisational skills
- Exceptional team building and management skills
- Systematic, accurate and detailed approach to accounting outcomes

## **GENERAL RESPONSIBILITIES**

All staff are to be supportive of the St Leonard's College Mission Statement and to enhance the school's reputation as one which is a warm and caring environment, characterised by efficiency, professionalism and a willingness to meet the individual needs of those within its community.

It is a condition of employment that all staff provide a Criminal Record check (if requested) and an Employee Working with Children check before their position will be confirmed.

- The College:
  - is an equal opportunity employer;
  - complies with the requirements of the Privacy Act;
  - has a strong commitment to OH&S;
  - will not tolerate harassment of any kind.
- College Standards - all staff are expected to actively support the following standards:
  - Communication – effective, helpful and positive;
  - Confidentiality – Protect the privacy and confidentiality of all personal information (staff/families/students);
  - Teamwork – work together as a team to achieve the best results. Share information and collaborate across all sections of the College; trust, respect and support;
  - Accountability – we do our work with honesty, integrity and enthusiasm;
  - Performance – we perform to the best of our ability;
  - Initiative – looking for opportunities to improve the way we work; flexible, adaptable and efficient.

## **Child Safety and Protection Responsibilities**

St Leonard's College is committed to the safety and wellbeing of our students.

The College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. In this context, the College implements a comprehensive Child Safety and Protection programme across the entire College community.

All staff are responsible for understanding and applying the College's Child Safety and Protection Policy and procedures including being compliant with the Child Safety Code of Conduct and being proactive in reporting any concerns or identified risk.

Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students' safety has been identified.