



POSITION DESCRIPTION

POSITION: FINANCE MANAGER

1. POSITION OBJECTIVE

The Finance Manager under the direction of the School Principal and as a member of the Schools Executive, is responsible for assisting the Business Manager on Business, Financial Risk Management, Information, Computers and Technology, Property and Security Maintenance.

Key responsibilities and duties – to be read in conjunction with The School Code of Conduct, Staff Handbook and all School Policies.

2. RESPONSIBILITIES

2.1 Financial Management and Control and Business Resource Management

2.1.1 Financial Planning

- a. Consult with the Business Manager on the School's short, medium and long term financial needs.
- b. Check for quality assurance to ensure enrolment numbers are calculated according to actual enrolments
- c. Use the agreed budget to actively monitor and control performance to achieve value for money
- d. Propose revisions to the budget if necessary, in response to significant or unforeseen developments
- e. Provide ongoing budgetary information to relevant people
- f. Advise the Business Manager and Principal if fraudulent activities are suspected or uncovered
- g. Identify additional finance required to fund the schools proposed activities
- h. Seek and make use of specialist financial expertise
- i. Put formal finance agreements in place with suitable providers for agreed amounts at agreed times and appropriate agreed costs and repayment schedules

2.1.2 Financial Statements

- a. Monitor income and expenditure in relation to the approved budget and to give timely warning if budget targets look to be exceeded
- b. Maintain accurate financial records, control debtors and creditors
- c. Conduct monthly audits to ensure the integrity of records and databases, specifically:
 - i. EOM reconciliation and close procedures
 - ii. Prepare periodic BAS statements
 - iii. Maintain asset register
- d. Assist the Business Manager in the preparation of the annual audit

2.1.3 Government funding and reporting requirements

- a. Closely liaise with the Registrar staff to ensure all requirements for compliance are met by due dates
- b. Management of Government funding, regulatory bodies and reporting
- c. Apply for and monitor grant income and maintain file of grants
- d. Prepare the annual fiscal return to the appropriate government authority
- e. Prepare submissions for capital grants, loans and recurrent funding

- f. Monitor government funding rules and keep up-to-date with compliance requirements.

2.1.4 Procurement

- a. Oversee all procurement procedures of the School, inclusive of quotes and purchases
- b. Evaluate and arrange purchase of equipment, furniture and furnishings for which provision has been made in the budget.

2.1.5 Administration

- a. Financial, Administration Project and Contractual Management
- b. Maintain up-to-date knowledge of legislation and developments relevant to the operation of the School, and ensure the Business Manager and Principal is kept updated
- c. Regularly review insurance levels to ensure appropriate cover against relevant risks for current human and material assets
- d. Ensure all documentation is in place for the School Reregistration process
- e. Ensure all Financial and Business policies are reviewed and updated regularly. Staff to be kept informed to any updates.

2.1.6 Human Resources

- a. Liaise with HROPS with the contractual arrangements for contractors
- b. Manage all entitlements, PAYG and superannuation for all employees
- c. Full responsibility for payroll, remaining conversant with all relevant awards, agreements and entitlements
- d. Reconcile wages and issue payment summaries
- e. Ensure the Business Manager has the detailed information to sign off the payroll
- f. Promote a positive working environment for all employees and not condone discrimination or harassment of any description.

The Principal, has the sole discretion, reserves the right to vary the duties and responsibilities of the Finance Manager at any time. Such a variation of the duties or responsibilities does not constitute a breach of contract or termination of employment.

3. ORGANISATIONAL RELATONSHIPS

Reports to:	The Business Manager
Supervises:	NA
Internal contacts:	HROPS, Administration staff, Teachers and Education Assistants
External contacts:	Parents, suppliers, contractors, ATO, Superfunds, Department of Education, Department of Education and Workplace Relations

4. ACCOUNTABILITY AND EXTENT OF AUTHORITY

- 4.1. Act in accordance with relevant standards, codes and School policies
- 4.2. Accountable for accurate and timely financial statements
- 4.3. Strong and relevant information support for the Business Manager, Principal and Finance Executive in fiscal, regulatory matters relating to finance, Risk Management, ICT, Property and Government reporting
- 4.4. Appropriate management and support in the management of the assets of the School
- 4.5. Effective working relationships with internal and external stakeholders.

5. JUDGMENT AND DECISION MAKING

- 5.1. Ensure confidentiality of information
- 5.2. Ensure the health and safety, wellbeing and education of young children present in the School

- 5.3. Advise relevant School staff of issues which may limit or adversely affect the School service
- 5.4. Support, or recommend as appropriate, issues necessary to improve service, processes for the management of the School.

6. SPECIALIST KNOWLEDGE AND SKILLS

6.1. Knowledge

- 6.1.1. Accounting and financial management
- 6.1.2. Business structures
- 6.1.3. Legal affairs
- 6.1.4. School related legislation.

6.2. Skills

- 6.2.1. Organisational skills
- 6.2.2. Analytical and problem solving skills
- 6.2.3. Decision making skills
- 6.2.4. Effective verbal, presentation and listening communication skills
- 6.2.5. Effective written and verbal communications skills
- 6.2.6. Computer skills – SchoolPRO/SEQTA, QikKids, MYOB, spread sheets, word processing, and email
- 6.2.7. Time management skills
- 6.2.8. Leadership skills.

7. PERSONAL ATTRIBUTES

- 7.1. Honesty and integrity
- 7.2. Team player
- 7.3. Self-directing
- 7.4. Possess cultural awareness and sensitivity
- 7.5. Flexibility
- 7.6. Demonstrate sound work ethics
- 7.7. Enjoy people in a school community
- 7.8. Genuine interest in Montessori.

8. QUALIFICATIONS AND EXPERIENCE

- 8.1. Diploma or Degree in Business Finance. Registered Accountant (CPA).
- 8.2. Working with Children Check
- 8.3. Police clearance
- 8.4. First Aid

9. KEY SELECTION CRITERIA

- 9.1. Meet the qualification and experience requirements
- 9.2. Commitment to ongoing learning and development
- 9.3. Preferred record as a Finance Manager in an independent school
- 9.4. Knowledge of Montessori Education

10. OTHER

This is a full-time position commencing immediately.

The salary will be commensurate with your qualifications, experience and skill set to this position.