



POSITION DESCRIPTION

POSITION TITLE	Financial Controller	
REPORTS TO	Director, Corporate Services	
STAKEHOLDERS	INTERNAL <ul style="list-style-type: none"> • Board • Directors • Managers • Consultants • Executive Support 	EXTERNAL <ul style="list-style-type: none"> • External Auditors • State and Federal Government • Departments of Education • Funding providers • Industrial Relations Commission • ACNC • ATO/Bankers • Member Schools • ISA and other State Associations
POSITION PURPOSE	<p>The Financial Controller oversees all financial operations, ensuring accurate reporting, compliance with relevant regulations, and the efficient financial resource management. This role is critical in shaping strategic financial decisions and supporting the executive team in achieving the organisation's objectives. The Financial Controller will lead the finance team, manage budgeting and forecasting, maintain robust internal controls, and ensure timely preparation of financial statement, aligning financial strategies with AISWA's vision.</p>	
PURPOSE, VALUES AND BEHAVIOURS	<p>PURPOSE</p> <p>To lead, serve and advocate for the WA Independent Schools sector.</p> <p>OUR VALUES</p> <ul style="list-style-type: none"> • Integrity – Service – Equity - Stewardship <p><u>Integrity – We build trust through honesty and integrity.</u> As a member organisation we are committed to honesty, truthfulness and acting in a way that builds trust with our stakeholders.</p> <p><u>Service – We actively listen, lead, and support our sector.</u> We deliver a positive and sustainable service to our members. We are responsive, we listen and lead our sector by offering the best evidence-based programs and services.</p> <p><u>Equity – We celebrate choice and diversity.</u> We encourage a workplace that celebrates and provides equal opportunities for all employees. This equity extends to our members where we advocate for our schools that provide diversity and choice in education for the Western Australian community.</p> <p><u>Stewardship – We responsibly and ethically manage resources entrusted in our care.</u> We promote the importance of independent education through strong stewardship and highlight that it contributes to a diverse choice in education. We seek new opportunities to advocate, deliver new solutions and programs that strengthen independent schools in Western Australia.</p> <p>EXPECTED BEHAVIORS AND ATTITUDES:</p> <ul style="list-style-type: none"> • Actively support AISWA's Purpose • Comply with AISWA's Values, Policies, Procedures, and Codes • Adhere to all Health and Safety laws and contribute to a safe and healthy workplace. 	

KEY POSITION RESPONSIBILITIES	TASK FOCUS AREAS
Financial Management	<ul style="list-style-type: none"> • Oversee the full finance function, including accounting, payroll, balance sheet reconciliations, month-end close processes, and financial forecasts. • Prepare and distribute monthly management accounts. • Preparation of financial statements for AISWA, AISWA CGA, and Strata. • Ensure compliance with tax requirements, including BAS, FBT, and Strata tax returns. • Manage cash flow and working capital. • Coordinate and complete the annual budget process. • Collaborate with internal stakeholders to align financial goals with operational objectives.
Leadership	<ul style="list-style-type: none"> • Lead, manage and mentor the finance team to foster professional growth. • Cultivate a culture of excellence, innovation, and continuous improvement. • Assist the Director in leading financial literacy and accountability across the organisation. • Be an active member of the senior management team
Strategic Planning	<ul style="list-style-type: none"> • Provide in-depth financial analysis to support decision-making and organisational growth. • Identify opportunities for development and change. • Support ad hoc strategic projects as required.
Compliance and Risk Management	<ul style="list-style-type: none"> • Ensure adherence to statutory and regulatory requirements. • Lead external audits for AISWA, AISWA CGA and grant funding. • Manage risk and strengthen internal controls to protect financial assets. • Develop and document finance policies and processes. • Manage the annual insurance renewal process.
Other	<ul style="list-style-type: none"> • Perform other duties as assigned by the Director.
Position Selection Criteria	<ul style="list-style-type: none"> • Proven experience as a Finance Controller, Finance Manager, or similar role. • Expertise in financial management, compliance, and reporting. • Strong leadership and team management capabilities. • Excellent communication and stakeholder engagement skills. • Demonstrated ability to resolve financial and technical accounting challenges. • Proficiency in ERP systems and Microsoft Office (highly desirable).
Qualifications	<ul style="list-style-type: none"> • Bachelor's degree in business, economics, or accounting. • CA or CPA membership (essential).