
Introduction

Kennedy Baptist College's mission is "to provide educational excellence in a Christian context, addressing the needs of individuals for lifelong learning". We are committed to fulfilling this mission as a College community as we serve God by serving our students, families and each other. Underpinning the mission and culture of the College are our values defined as **faith, integrity, boldness, growth** and **service**.

- **Faith:** The Christian faith undergirds all the College's activities
- **Integrity:** The College Community demonstrates respect and honesty towards all its members and delivers on its promises
- **Boldness:** Staff and Students are bold in accepting the challenges on offer at the College and strive to achieve the best outcomes.
- **Growth:** College Community members develop their unique gifts and talents and strengthen their areas of weakness.
- **Service:** College community members serve others within the college, and local, national and international communities.

Role Summary

Position: Head of Finance

Responsible to: Director of Finance and Operations

Job Purpose: The primary function of the Head of Finance (HoF) is the management of the financial and statutory reporting of the College. The HoF is responsible for supervising and controlling the production of the monthly, quarterly and annual financial reporting, and to assist the Director of Finance & Operations (DoFO) with the maintenance and development of internal controls, procedures and accounting policy. The HoF will assist in the leadership and development of the finance team.

Responsibilities

Major Responsibilities

1. Consistently model the College's Vision, Mission and Values in all dealings with students, staff and external parties.
2. Financial Planning and Analysis: Develop and manage the school's annual budget, monitor financial performance, and provide insightful analysis to support strategic decision-making.
3. Financial Reporting: Prepare accurate and timely financial reports, statements, and projections for the school's leadership, board, and relevant stakeholders.
4. Resource Management: Monitor and optimise the allocation of financial resources to various departments and projects, ensuring fiscal responsibility and alignment with organisational goals.

5. Cash Flow Management: Oversee cash flow, manage accounts payable, receivable, and payroll functions, and maintain a healthy financial position for the school.
6. Compliance and Auditing: Ensure adherence to financial regulations, internal policies, and external reporting requirements. Facilitate external audits as necessary.

Example of Key tasks/ activities

7. Oversee and manage the production of the monthly financial reports, presenting this to the DFR & Principal including variance analysis.
8. Lead the finance team and assist them with day-to-day queries and requirements to ensure the accuracy of the general ledger and timeliness of reporting requirements.
9. Assist the DoFO with the production of all statutory reporting and lodging, including but not limited to the following in a timely and accurate manner:
 - a. BAS & PAYG
 - b. FBT
 - c. Year-end financial statements and statutory returns in accordance with relevant standards and legislation

For Financial Management Requirements (see Appendix A).

10. Assist the DoFO with resource management
11. Liaise with AISWA, Department of Education (State and Commonwealth), Department of Education Services and Block Grant Authorities to prepare and administer funding applications. This includes assistance with the completion of statistical and financial returns
12. Maintain the Asset Register for all capital items and physical resources.
13. Contribute to the provision of a safe working environment within the office and College in general.
14. Assist the DoFO with the design and implementation of Strategic Projects and Improvements.

Selection Criteria

Essential

1. Demonstrated commitment and capacity to actively promote the Mission and Values of Kennedy in the school community
2. Accounting tertiary degree and professional qualifications or extensive relevant experience.
3. Professional certification such as CPA or CA.
4. Demonstrated experience at managing a finance function (good commercial acumen, strategic risk and management and astute financial stewardship).
5. Leadership and development of finance professionals, improving capacity and capability whilst imbedding continuous improvement processes.
6. Excellent financial management skills including applying of financial principles, budgeting, accounting practices and reporting.
7. Excellent relationship management skills. Demonstrated ability to communicate and influence at all levels of the College.
8. Advanced Microsoft Office skills.
9. Possesses a current Federal Police check and Working with children check.

Desirable

1. Experience at administrative level with TASS (software).
2. Experience in a secondary school environment.
3. Experience in financial reporting in a medium to large corporate environment.

Appendix A

FINANCIAL MANAGEMENT REQUIREMENTS

Weekly

- Completion of financial documentation as required.
- Approving and reviewing creditor batches.
- Assisting the accounts team with Bank reconciliations, invoicing queries, etc when required.
- A point of contact for financial aspects of the TASS system and financial processes.

Fortnightly

- Review & Oversight of payroll.
- Resolution of payroll related queries.

Monthly

- Oversee all End of Month Financial
- Completion of the BAS return.
- Preparation of month-end Finance reports for the Principal, DoFO & Management.

Annually

- Overseeing the Invoicing of students in January.
- Assistance with the Set-up of new salary levels for Payroll for first pay in January.
- Financial Year-end processes.
- End of year financial statements.
- Preparation of the Audit working papers.
- Complete all annual reporting requirements including Financial Questionnaire and ACNC return.
- End of PAYG processes.
- Preparation of FBT return.
- Preparation of the Annual Budget along the Director Finance and Operations with for Principal and Board approval.

Other

- TASS administration and permissions

How to apply

To apply for an advertised employment position at Kennedy Baptist College please fill in the online [Employment Application Form](#) on our website.

Please ensure you have ready your CV, Cover Letter, Selection Criteria (if applicable), references, a written reference from your church pastor/minister and digital copies of all academic records. You will be asked to upload these documents as part of your submission of this application.

Please Note: Should you be invited to an interview, given the position applied for involves working with and actively presenting the Christian Gospel to children, you will be asked your personal views on Faith issues. Given the Christian nature of the College and the expectations of all who enrol, agreement with the College's [Statement of Faith](#) and [Staff Code of conduct](#) is a pre-requisite.

Appendix A - FINANCIAL MANAGEMENT REQUIREMENTS

Weekly

- Completion of financial documentation as required.
- Approving and reviewing creditor batches.
- Assisting the accounts team with Bank reconciliations, invoicing queries, etc.
- A point of contact for financial aspects of the MAZE system and financial processes.
- Liaison with ATO as required.
- Cash flow management reporting.

Fortnightly

- Review & Oversight of the payroll.
- Resolution of payroll related queries.

Monthly

- End of Month Financial Processes including payroll and GST reconciliations.
- Completion of the BAS return.
- Preparation of month-end Finance reports for the Principal, DFR & Management.

Quarterly

- Reconciliation of SGL Payments and inclusion onto employee payslips.
- Reconciliation of Annual Leave and Long Service Leave balances.
- Overseeing and review of Balance Sheet Reconciliations.

Annually

- Overseeing the Invoicing of students in January.
- Assistance with the Set-up of new salary levels for Payroll for first pay in January.
- Financial Year-end roll and Back-up of the Maze Financial System.
- End of year financial statements.
- Preparation of the Audit File.
- ACNC reporting in June, including updating of ACNC register.
- Financial Questionnaires in June.
- End of Tax year and Employee PAYG reconciliation in July.
- FBT reporting in April.
- Assistance with the preparation of the Annual Budget for Principal and Board approval. (3, 5, 10 year) (towards end of July for Board meetings in September and October)