



St Margaret's Berwick Grammar

VIRTUTE ET LABORE

Position Description

Title:	Finance Manager
Campus:	Cross Campus
Reports to:	Executive Director of Business Services & Company Secretary
Level:	Level 7
FTE:	Part-Time (0.6 FTE)
Appointment:	Term time (plus 6 weeks)

This organisation has zero tolerance for child abuse.

This organisation promotes the safety, wellbeing, and inclusion of all children, including those with a disability.

This organisation promotes the safety and wellbeing of children from culturally and/or linguistically diverse backgrounds and encourages applications from people from culturally and/or linguistically diverse background.

All potential employees will be required to comply with the School's Child Safe Policy, Child Safety Code of Conduct and Child Protection, Mandatory Reporting and Reportable Conduct Policy.

Primary Purpose

The Finance Manager reports to the Executive Director of Business Services and Company Secretary. This role is vital in terms of assisting the Executive Director of Business Services and Company Secretary to report on the financial position of the School, Foundation and associated groups and to deputise for the Executive Director of Business Services and Company Secretary when required. The Finance Manager will also manage the Accounts team.

Key Responsibilities

Account Management

- Reconciliation of all bank accounts including School and Foundation accounts
- Preparation of monthly cashflow and financial reports including for associated groups
- Maintaining the general ledger including entering journals at month end for the School, Foundation and associated groups
- Prepare reconciliations for all balance sheet and clearing accounts at month end
- Maintain the School asset register including reconciliation to general ledger
- Review and authorise the creditor payments on a weekly basis

- Review creditors aged trial balances
- Review debtor trial balance and fee collection and support AR when required
- Manage commercial debtors including invoicing and collection

Payroll

- Reviewing monthly payroll and payroll items
- Prepare payroll when required
- Manage Payroll tax return
- Complete Payroll Tax (monthly and annual)

Tax & Audit

- Develop and maintain policies and procedures to ensure GST and other legislative compliance.
- Prepare the Fringe Benefit and Business Activity Statement returns and manage any issues that subsequently arise.
- Under the direction of the Executive Director of Business Services and Company Secretary act as the principal liaison with the School's auditor and manage the financial audit for the School, Foundation and Associated Groups

Budgeting

- Oversee department budget expenditure including reporting actual vs budget to budget owners and forecasting and providing support and guidance to budget owners as required
- Assist the Executive Director of Business Services and Company Secretary with annual budget preparation including collating department budget requests to flow to the master budget
- Prepare monthly forecasting

Reporting

- Prepare monthly BAS, PAYG, FBT and other government and statutory returns
- Manage and maintain the School's financial risk and compliance register including insurance
- Assist the Executive Director of Business Services and Company Secretary with monthly management reporting and compliance regulation and other ad hoc tasks as directed
- Prepare and submit government reporting for the school
- Prepare and submit ELC government reporting including SACC and KIMS reporting

Management

- Manage the finance team (accounts receivable, accounts payable and payroll) with transaction processing, answering their queries and acting as escalation contact for all staff for these areas
- Liaising with the Lunchbox supervisor to oversee to the efficient operations of the school canteen

Administration

- Review facility hire contracts and manage invoicing
- Contribute to the ongoing development and improvement of business systems, process

- and procedures that support the financial management of the school and business units
- Attend Finance and Risk Management (FARM) committee meetings as minute-taker
 - Assist with the preparation of papers for committee meetings including FARM, Foundation and Building & Grounds
 - Manage system implementation and other projects as required
 - Manage insurance claims and annual review

Other Duties as Appropriate

- There will be occasions where the Finance Manager may be required to complete tasks in addition to those listed above. This may require additional hours to be worked.

Occupational Health and Safety

- Adhere to and implement all safe work practices and procedures in accordance with the School's Occupational Health and Safety policy.
- Work safely and report any hazards in accordance with school procedures.
- Monitor and take full care of the health and safety of others within area of responsibility.
- Participate when required in the resolution of safety issues.

Child Safety

- Adhere to and implement all Child Safe policies, practices, and procedures.

Staff Expectations

- Conduct themselves with professionalism at all times and in line with all St Margaret's Berwick Grammar Policies and Procedures.
- Be a positive voice of support for the school with existing and prospective families, staff, and others in the community.

Key Relationships

- Senior and School Executive Teams
- Executive Assistant to the Principal
- School Council and committees
- Foundation
- Association of School Business Administrators (ASBA)
- Parents' and Friends' Association
- Alumnae/Alumni
- St Margaret's Berwick Grammar Staff
- Students, parents, and community
- Any other relevant associations and governing bodies as required

Skills, Knowledge and Experience

- Qualification as an Accountant (i.e. CPA/CA);
- Experience in the management of accounting and financial operations in a school environment
- High level skills with Microsoft Office Suite (Outlook, Word, Excel and PowerPoint) and School Administration Software (eg: TASS).
- Demonstrated interpersonal skills, presentation skills and the capacity to prepare various written financial reports for all levels within the business;

- A strong understanding of accounting/finance operations;
- An understanding of modern technology in education and the workplace;
- Excellent customer service skills.
- Exemplary interpersonal skills including negotiation, influencing, conflict resolution and active listening.

Key Competencies

- Ability to analyse and evaluate information and data and provide appropriate information and/or recommendations.
- Ability to balance empathy towards the needs of parents, students and others with the objectives and prevailing school environment.
- Ability to maintain high work standards with minimal supervision.
- Ability to lead and manage other members of staff as required.
- Alignment with school Values.
- Demonstrates attention to detail and concern for the quality of work produced
- Demonstrates high levels of confidentiality and cultivates credibility and honesty.
- Displays enthusiasm, commitment and is highly motivated to contribute.
- Flexible and has the ability to adapt and operate effectively in a changing environment.
- High standard of personal presentation.
- Loyalty to the school and commitment to the promotion of continuous improvement and a positive and supportive school culture.
- Operates effectively in a collaborative team environment; establishes a rapport and builds strong relationships.
- Self-motivated and proactive.