



Position	Finance Manager
Employment Status	Permanent Full-time FTE 1.0
Position Type	Non-Teaching
Days/Hours per Week	37.5 hours per week, 48 weeks per annum 8.30 am – 4.30 pm Monday to Friday
Position Grade	6
Stream	Education Support Officer - Administration Stream

Reporting Relationships

- Operational Manager: Director of Business
- Executive Manager: Director of Business
- Appointment Authority: Principal

Broad Purpose

The Finance Manager is responsible for the strategic leadership of the School's Finance Office staff and the management and oversight of the School's finance operations.

The Finance Manager is responsible for the accuracy of the School's financial records and provides expert direction, advice and support in the School's business planning and decision-making functions. The Finance Manager also provides specialist financial advice on policy formulation.

The Finance Manager will:

- Maintain effective communication with all members of staff
- Demonstrate self-directed development and achievement of broad or specialised areas of knowledge and skills
- Undertake research and investigation that lead to and inform the development of policy and strategies of significance to the strategic direction and governance of school
- Apply knowledge and skills to perform complex tasks
- Generate and evaluate complex ideas through the analysis of information and concepts at an abstract level
- Exercise significant and independent professional judgement based on extensive experience and an advanced level of expertise
- Be accountable for a broad range of personal and team or service outcomes
- Be responsible for the overall planning of work for a function or service of significant scale or complexity
- Demonstrate responsibility and broad-ranging accountability for the structure, management and outcomes of work of others or functions or service.



Key Responsibilities

- Coordinate accounting processes and ensure that all funds, including investments, are effectively accounted for according to school and applicable sector policies
- Produce monthly financial statements that include:
 - Income and Expenditure Statement
 - Balance Sheet
 - Reconciliations to support the Balance Sheet
 - Cash Flow Forecast Statement
 - Financial Reports as required by the School's Finance Committee (eg Debtors Report, Finance Risk Report, Fee Assistance Report etc)
 - Variance Reporting
- Maintain the School's Asset Register
- Oversee and manage the following Finance Office functions:
 - Accounts Payable
 - Workcover and Insurance Claims
 - Long Service Leave Fund
 - Payroll processing
 - Business Activity Statement preparation and lodgement
 - Bank reconciliations
 - Fee Billings and Debtor collection
 - Fee Assistance processing
 - Trading Operation accounts (Canteen, Uniform Shop, Rental Properties, International Program, Early Learning Centre, Out of school Hours care)
- Prepare funding submissions
- Complete or assist in completion of government, statutory and Catholic Education returns as required (e.g. Financial Questionnaire, Census)
- Liaise with Catholic Education SA on behalf of the School, as necessary
- Maintain central records of all current contracts entered into by the School
- Lead the Annual Budget and forecasting plans (e.g. Five Year Financial Plan) in consultation with the Director of Business
- Prepare the Financial Year End for External Audit
- Prepare the Annual Fringe Benefits Taxation Return
- Be responsible for ensuring all Financial Policies and Procedures are adhered to
- Assist the Director of Business as required
- Other reasonable duties as directed by the Principal.



Essential Criteria

- Demonstrate a commitment to the Catholic and Dominican charism and ethos of the School through the fostering of the Four Pillars of Dominican life
- Demonstrate support and application of the School's Vision and Strategic Plan
- Participate in the Dominican Formation Program
- Acquire and maintain valid status of:
 - Approved Responding to Abuse and Neglect training
 - Approved 'working with Children (DSCI)' clearance for Catholic Education SA
- Demonstrate a professional level of skill and knowledge in the use of relevant software packages
- Bring energy and enthusiasm to the role
- Demonstrate a spirit of teamwork, trustworthiness and approachability
- Possess a high level of interpersonal and communication skills
- Work collaboratively with the School's Community
- Demonstrate discretion and confidentiality in all matters
- Present to internal and external stakeholders in a professional manner
- Demonstrate the ability to prioritise workload and meet deadlines
- Demonstrate attention to detail in all tasks
- Be flexible and adaptable in approaching work and willingness to undertake professional development
- Be resourceful, innovative and reliable within the team structure.

Educational/Vocational Qualifications and Experience

- Relevant tertiary qualifications and/or experience in Business/Accounting (essential)
- Experience in managing and leading a Finance Office and its staff (essential)
- Knowledge and experience of Catholic school procedures and protocols (desirable)
- Membership of relevant professional organisations (desirable)
- Experience in the use of the following systems specific to the School (desirable):
 - Synergetic
 - SEQTA



Work Health and Safety

All employees are expected to:

- Perform the above duties in line with any safe work practices and processes, and conduct oneself at work in a manner that is safe to self and others
- Be familiar with and understand WH&S policies of the School
- Report all hazards, incidents, accidents when witnessed, in accordance with the School's WH&S policies and procedures
- Complete WH&S education and training modules, as required
- Use correctly any equipment provided for health or safety purposes
- Follow reasonable instructions given by the School, in relation to health and safety at work.

Conditions of Employment

- A probationary review period of 3 months is applicable to all new permanent non-teaching employees
- The employee must undertake a performance review on an annual basis
- The Position Information Document is reviewed on a biennial basis to ensure the duties are accurate and the position conforms to the classification levels set out in the current SA Catholic Schools Enterprise Agreement.