



Position Description

Finance Manager

Position title	Finance Manager
Reports to	Business Manager
FTE	Full-Time
Category	Category A

Role Description

The Finance Manager provides high-level management and support to ensure the efficient and sound stewardship of financial and related resources of the College. The role upholds integrity, confidentiality, and care in all interactions, supporting staff, students, and families in alignment with the Marist and Catholic values of Assumption College. Working collaboratively across key portfolios, the position supports the Principal and Business Manager in the day-to-day management of the Finance area of the College including the management of the Finance staff, to support the College's culture of excellence and continuous improvement. They are expected to uphold all legislative obligations related to Child Safeguarding and Occupational Health and Safety, in alignment with College policies.

Key Areas of Responsibilities

- Manage the work within the Finance team and oversight of all finance functions and systems. To work collegially and effectively to create an environment of mutual respect and collaboration
- Provide a high level of communication, and interpersonal skills with an ability to interact constructively and collaboratively with all staff, parents, suppliers and other key stakeholders
- Have excellent organisational ability and time management, with the capacity to successfully prioritise competing demands, maintain accuracy and attention to detail.

Key Duties

- Manage, supervise and direct the financial operations of the school on a day-to-day basis, including accounts payable and receivable functions
- In conjunction with Accounts Receivable staff management of aged debtors and debt collection processes, including interviews with fee remission appraisals and making recommendations regarding legal action
- Oversee the payroll function including fortnightly payment runs, staff entitlements, superannuation and statutory obligations.

- Responsible for the completion of end of month processes, including balance sheet reconciliations, updated financial asset register, journals and trial balance
- Prepare and submit statutory reports, including but not limited to BAS, FBT, Foundation Financial Statements, Annual Financial Statements, ACNC reporting and annual WorkCover return ensuring these meet the school needs, legislative requirements and are efficient and effective
- In consultation with Business Manager, prepare financial reports to senior leadership, Finance Committee and governing bodies
- Analysis of performance against budget and regular reporting throughout the year
- Prepare the draft budget for consideration by the Principal and Business Manager
- Ensure the smooth running of annual external audit process, including preparation and provision of financial data and reports
- Administer lease procurement arrangements
- Administer insurance claims and payments
- Oversee the Cash flow management, including loans and short-term deposit investments
- Oversee the safe custody of personnel, financial and administration records of the school
- In conjunction with the Business Manager, to develop and maintain a program of Finance function improvements that accord with the College Strategic Improvement Plan. Regularly monitor and report progress achieved
- To develop and maintain Finance procedures and associated internal controls. Ensure they are effectively communicated, understood and adhered to
- To be conversant with the College school administration and finance systems and recommend, develop and implement improvements to the system
- Provide financial reports, support and advice to the Principal, Business Manager, Executive and other Leadership roles
- Foster a strong and enthusiastic team culture that promotes a customer focus and a flexible supportive approach
- In being both proactive and responsive to changes in the College's operating environment, the Finance Manager, may be required, from time to time, to perform other duties as directed by the Principal or members of the College Executive

Membership

- Finance Team
- Finance Committee

This role to work **in collaboration with:**

- College Executive
- School Improvement Team
- Administrative Team

Essential Qualifications and Experience

Knowledge

Principles and practices of:

- Financial operations and accounting standards
- Continuous improvement, quality assurance and risk management

Skills and Experience

- Financial operations management experience in a large College or medium sized organisation, including compliance with statutory and legislative requirements
- Working with various financial administrative systems, Microsoft Office and other software programs
- Developing and sustaining effective high performance of teams
- Building strong relationships and negotiating with a diverse range of stakeholders to achieve positive outcomes
- Demonstrating flexibility and adjusting approach to meet priorities in a dynamic environment
- Proven commitment to continuous improvement and service excellence, with a positive attitude to change, new idea and innovation
- strong analytical skills and ability to diagnose and problem solve

Qualifications and Certification

- Tertiary qualifications (or equivalent) in business, finance, or related discipline
- Registered CA or CPA, working towards qualification or relevant experience