



Position Description

Finance Manager

Position:	Finance Manager
Tenure:	Ongoing appointment
Hours:	38 hours (Fulltime) per week
Level:	Education Support Level 4
Salary & Conditions:	Education Support Level 4 Category A (four weeks annual leave per annum). All other conditions as per the Victorian Catholic Education Multi Enterprise Agreement (VCEMEA) 2018
Superannuation:	As per Superannuation Guarantee Legislation
Probationary Period:	6 months from commencement
Organisational Context:	<p>Damascus College is a Catholic co-educational secondary College located on a beautiful 22-hectare site, seven kilometres from the Ballarat CBD. The College community offers learning opportunities which inspire and challenge students to reach their potential and to contribute confidently to a global community.</p> <p>Damascus College, as a dynamic Christ centred learning community, recognises that Career education sits within the common set of knowledge and skills required by students for life-long learning, social- emotional development and active and informed citizenship, as outlined in the Victorian Curriculum and senior secondary certificates.</p> <p>Damascus College is committed to the safety, wellbeing and inclusion of all children and young people. All employees of and volunteers to the College must be committed to providing the highest level of safety and care.</p> <p>Due to sustained growth in student enrolments and in line with strategic development plans for the continued growth and expansion of the College, the need for additional Accounting and Finance support within the College's Business Services Team has arisen.</p> <p>Damascus College Business Services incorporates the functions of Finance, Payroll and Accounts, Compliance, College Administration, Parent and Student Receptions, Information Technology and Property Management and Maintenance. This significantly sized portfolio is overseen by the Business Manager, who is a key member of the College's Senior Leadership team and who reports directly to the College Principal and the Finance, Facilities and Risk Subcommittee of the College Board.</p>
Position Objectives:	The Finance Manager will actively support and promote the values inherent in a Catholic school in the Mercy tradition, be highly professional in all aspects of the role and display proficiency in areas of organisation, communication, consultation and decision-making.



The Finance Manager will support the Business Manager in the delivery of Finance and Accounting services to support the College in its delivery of best practice learning and teaching, and student wellbeing programs with optimised academic, co-curricular, social, emotional and spiritual outcomes for young people.

The Finance Manager will work closely with the Business Manager to ensure that timely, accurate and up to date financial information is available to the Principal and College Board and that the financial resources of the College are managed and accurately reported to a variety of stakeholders.

In addition to the above activities, the Finance Manager will be trained and enabled to provide backup support to the College's Payroll Officer, providing leave backfill for unplanned and planned leave.

This Position Description is a guide only and not intended to be an exhaustive or exclusive list of duties attached to this Position. The Position Description is subject to review by the Principal or their delegate in response to the changing needs of the College and the development, skills and knowledge of the HR Officer.

Key Responsibilities:

Oversee and manage the finance function of the College through the maintenance and ongoing development of up to date financial management, accounting and reporting systems.

Provide ongoing financial information and advice to the Principal, Leadership Team, Business Manager, Learning Area Leaders, Finance Facilities and Risk subcommittee and other College stakeholders.

Accounting Duties

Develop, implement and monitor financial procedures with respect to all accounting functions, and in line with relevant governance requirements (ie: CEOB, CECV, ISMAPNG)

Maintain and reconcile the general ledger to ensure the financial records accurately and completely reflect the current financial position of the College on a monthly basis.

Ensure the accurate recording of asset purchases and the maintenance of the asset schedule.

Maintain a strong working knowledge of the GST requirements and procedures, particularly as they apply to School's activities and transactions.

Establish and maintain financial and budgeting controls over cash, capital expenditure and investments.

Monitor the Bank Balance, cash flow and cash requirements.

Ensure the accurate and timely completion of the Bank Reconciliation and cash position report and verify the completed Reconciliations for the Bank Accounts



Financial Management

Prepare the annual College budget in conjunction with the Business Manager, Finance Facilities and Risk Subcommittee, Learning Area Leaders and College Leadership, including the ongoing review of expenditure to budget throughout the year

Preparation of annual audit requirements, including liaison with auditors.

Maintain regular contact with College auditors and bankers in relation to the College's financial position and oversee the implementation of appropriate recommendations.

Oversee the collection of bad and doubtful debts

Oversee accounts payable systems for the payment of authorised creditors

Provide assistance to relevant team members in the optimisation of all available sources of funding (e.g. CSEF, SWD etc.)

Undertake cyclic review of existing contract arrangements and coordinate any required contract tendering.

Financial Reporting

Prepare monthly and quarterly financial reports and analysis for the Finance, Facilities & Risk Committee and other stakeholders as required

Preparation and lodgment of monthly BAS statements and reconciliation of quarterly FBT data.

Assist with the preparation of the College's annual financial statements.

Monitor actual performance against budget throughout the year and work with responsible staff to stay within budget

Ensure all Government Funding reporting requirements are completed.

Fees

Oversee systems of billing and collection of student tuition and other fees

Oversee the Debtor management process with a view to minimising the loss of income from bad and doubtful debts.

Maintain records for Scholarships and Bursaries.

Prepare monthly Management Reports in relation to billing analysis and debtor collections.

With the Business Manager, review the Fee billing structure as necessary to ensure efficiency of the various methods of debtor payments.

Oversee and support the collection of all Fees, and undertake necessary liaison with fee payers.

General

In conjunction with the Business Manager, be responsible for the performance and ongoing improvement of the College accounting, finance and administrative systems.



Prepare and / or coordinate the submission of questionnaires, surveys and other returns, as well as other returns required from the Catholic Education Office, relevant governance organisations, funding bodies and relevant authorities.

Maintain required corporate registers for ASIC, ACNC, VRQA etc.

Undertake the ad hoc development of business cases, projects and reports as required by the Business Manager or Principal.

To be active in relevant school and professional associations keeping abreast of current trends, ideas and practices through in-service courses, formal study and broad reading.

Assist members of the Finance Team to ensure efficient delivery and performance of Payroll, Accounts Receivable and Accounts Payable functions.

Review fortnightly payroll runs and assist with payroll operations during period of leave.

Support information management and processes between payroll and HR functions

To be active in the overall life of the College as an administrator and staff member.

Other duties as directed by the Principal or Business Manager.

Communication

Communicate openly with the Principal and Business Manager and promote positive and effective communication between members of the Finance and Office teams, teaching and support staff, students and the school community.

Staff Management

Day to day management responsibility for Finance Team members

Delegated responsibility for other Business Services teams in the absence of the Business Manager.

Other Matters

Attend relevant meetings including nominated Board and Subcommittee meetings, Catholic Education Office or Catholic School Business Managers and Assistant Business Managers.

Organisational Relationships:

Reports to: The Principal through the Business Manager

Internal liaisons:

College Leadership and middle Leaders across Learning and Teaching, Student Wellbeing, Catholic School Culture, Business Services Team, with key interactions with the Finance, Payroll and Accounts personnel, Office Administration, teachers, parents, key suppliers and contractors.



Memberships:

Internal: Business Services Team, Finance Facilities and Risk Sub-committee

External:

Diocesan Business Managers, CEBA

Qualifications, Skills and Experience:

Essential

- Tertiary Accounting Qualifications with CPA or CA qualifications
- Significant accounting and management experience in a diversified medium or large size organisation
- Demonstrated high level accounting skills with experience in the preparation of annual and periodic financial statements to meet the requirements of Australian Accounting Standards, ASIC and ACNC requirements.
- Knowledge of GST, PAYG, FBT and other taxation issues
- Demonstrated experience in the development and preparation of an annual budget and forecast for a medium sized organisation
- Advanced skills in Microsoft Office in particular Excel, databases and general use of ICT.
- A knowledge of Accounting Software packages with experience in maintaining these with a high level of accuracy and adherence to critical timeframes.
- Demonstrated ability to work in a team with excellent professional communication and interpersonal skills
- Commitment to professional development and willingness to undertake training as required to further develop skills
- Current Working With Children check/ Police Check

Desirable:

- Experience in a Secondary or Tertiary Education Finance function.
- Experience in using the SAS2000 management system.

Selection Criteria:

- Demonstrated understanding of, and commitment to the ethos of Damascus College as a Catholic school in the Mercy tradition. This would include a genuine understanding of stewardship and how it relates to a values based organisation.
- Demonstrated skills and experience in the delivery of high level accounting services within a medium sized organisation with a service focus and ability to multitask and work under pressure.
- Proven experience in the efficient, accurate and timely administration of Accounting Software packages with advanced skills in Microsoft Office with extensive experience in Excel.



- Well-developed analytical, diagnostic and problem solving skills with a capacity for practical and innovative problem resolution.
- Demonstrated well-developed interpersonal, verbal and written communication skills in both technical and non-technical contexts and ability to maintain effective professional rapport all levels of staff and members of the College Community.

Key Performance Indicators: A Key Performance Indicator Review will take place annually in line with Growth and Professional Development planning throughout the term of the appointment.