ROLE DESCRIPTION

Finance Manager

PURPOSE

The Finance Manager, is a member of the team of support staff working within Oakhill College. All members of this team try to reflect the De La Salle ethos with its elements of realising one’s potential, improving one’s character, having a sense of personal well-being and a commitment to the truth. All members of the Support Staff at Oakhill College are expected to take responsibility for the well-being of students of the College and to provide support to all members of the College community.

AUTHORITY

Reports to: College Bursar and Operations Manager

Responsible for: In general terms to assist the College Bursar and Operations Manager with the overall financial management of the College with emphasis on the cash management and accounting function. The following positions report to the Finance Manager: Payroll Officer, Accounts Payables, Accounts Receivable, and Assistant Accountant

Key Relations: SLT, Head of Departments

KEY RESPONSIBILITIES

The key responsibilities of the Finance Manager will be:

- Cash management
- Cash flow projections and budget vs. actual reporting
- Reconciliation of accounts for BAS and Lodgment of monthly BAS
- In house salary packaging of school fees
- FBT return
- Building Fund Reconciliation and issuing tax deductibility statements to payees
- Acquittal of government funding to respective funding authorities
- Financial reporting to funding authorities, including Financial Questionnaire, and preparing financial benchmarking reports with supporting documentation for review by the Bursar and Operations Manager
- Year end preparation for statutory reporting
- Supervision of payroll preparation
- Back up for payroll officer in times of absence of the payroll officer
- Supervision of annual billing, ad hoc billing and receivables
- Supervision of fee collection schedules
- Supervision of accounts payables and monthly reconciliation
- Preparation of monthly management accounts and ad hoc reporting for Board or SLT purposes
- Provide timely and pro-active advice and explanation to the Bursar and Operations Manager regarding variances and trends.
- Assist with budget preparation
- Review and management of monthly cost centre expense reports; issuing Actual vs Budget reports and assist with Head of Departments enquiries
- Assist with the implementation of new process, internal controls and software
- Liaise with auditors
- Liaise with insurance companies on matters in regards to claims, cover and premiums, not including return to work for worker’s compensation cases.
- Liaise with salary packaging providers
- Provide support, assistance and advice, as requested, to the Principal, Bursar and Operations Manager and HR Manager.

Willingness to take on the Acting Bursar’s and Operations Manager’s role in the absence of the Bursar and Operations Manager.

ACCOUNTABILITY

College Ethos

- To support initiatives for the growth of Christian values and the De La Salle tradition within the College community.
- To give personal witness to Christian values in carrying out his/her daily duties.

Specific Requirements & Qualifications

- Relevant tertiary qualifications, membership of a professional association (CPA/CA)
- Experience in Financial Management of a Catholic or independent school would be advantageous
- Demonstrates a strong working knowledge of all aspect of financial operations, statutory requirements and compliance obligations, in particular but not limited to FBT, GST for the Not-for profit sector of Independent schools
- Up to date with changes to the Multi-Enterprise Agreement of the College
- Team player who is able to work under limited supervision and capable of self-direction.
- Ability to maintain positive working relationships and confidentiality
- Change management skills and proven leadership qualities
- Effective interpersonal and communication skills.
- Ability to work towards meeting deadlines, prioritise tasks and achieve results in timely manner
- Highly organized with excellent attention to details and demonstrates strong written and verbal communication skills
- Commitment to collaborative leadership and decision-making and able to actively manage both staff and processes
• High level of competency in the use of IT software systems (accounting packages) and Microsoft applications
• WWCC number and clearance is essential

Other Requirements:

All members of staff at Oakhill College are expected to:

• Model behavior which is appropriate in a school, especially a Catholic school;
• Contribute to the building of positive human relationships within the College community.
• Convey to the public a positive image of the College. To provide prompt and cheerful service within the College Office.
• Be helpful to visitors and regular members of the community. To contribute to the provision of a welcoming atmosphere to those who visit, or contact the College by phone.
• Abide by the College’s privacy and observe the strictest confidentiality of all information;
• Abide by the College’s policy on the treatment of intellectual property;
• Abide by the non-smoking policy of the College;
• Abide by such other Policies and Procedures of the College as are found in the staff handbook and on the College’s Intranet;
• Promote a positive and safety oriented culture in the school and compliance with WHS policy.
• Willingness to undertake personal development pathways if and when required.

APPRAISAL/REVIEW CONDITIONS

The Finance Manager will be required to undergo a yearly Professional Review with the Bursar or his nominee, and a comprehensive Performance Appraisal during the term of appointment.

TERMS OF APPOINTMENT

This role will be permanent full time.

Annual Leave 5 weeks.

All other leave arrangement as for the Support and Operational Staff (NSW Catholic Independent Schools) Multi-Enterprise Agreement.

For enquiries please contact: Elke Forrest, Bursar and Operations Manager, Oakhill College,  ph. 96340801, email: eforrest@oakhill.nsw.edu.au