Finance Manager

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Position Description - for Non-teaching staff
Brigidine College St Ives commits itself to education that is centred on the Gospel and is faithful to the Catholic community and the Brigidine heritage. Staff at Brigidine have professional and personal attributes that enable them to share their knowledge with others with a view to improve their practice. They successfully involve themselves in initiatives that make a positive contribution to the quality of teaching and learning, well-being and co-curricular involvement in their school. Support Staff have the ability to support a multi-faceted team.

The College recognises the integral role played by the Finance Manager in the life of the school. In appointment to this position, the Principal delegates the responsibility for the effective support and administration in the relevant area.

Reports to: Business Manager

MISSION
The Finance Manager will demonstrate commitment to the Catholic ethos and spiritual life of the College by

- Supporting the religious rites and practices of the Catholic faith
- Supporting the Brigidine tradition and heritage in the daily life of the College.

KEY RESPONSIBILITIES

The Finance Manager will play a critical role in the functioning of the Finance Office with particular attention to:

- Leadership, development & management of Finance Office staff
- Preparation of financial & related management reports
- Attending to all tax compliance including PAYG, FBT & GST
- Assisting the Business Manager in the preparation of
  - Board reports
  - annual budgets and long-term financial forecasts
  - annual financial report & working papers in preparation for audit
- Negotiation of all utility contracts, with special responsibility for management of telephone services, insurance contracts & other relevant contracts as required by the Business Manager
• Management of Government reporting requirements including funding acquittals, census & financial questionnaires
• Maintenance of College asset register

KEY CHALLENGES:

• The Finance Manage will possess strong technology skills including high level use of Excel and will develop the Finance Team’s use of technologies to improve all finance & related functions.

EXPERIENCE & QUALIFICATION REQUIREMENTS:

• Recognised degree qualification in Accounting
• Attained or studying towards membership of Institute of Chartered Accountants or CPA Australia
• Minimum of 5 years’ experience in a similar finance role
• Experience in school and/or professional practice environment highly regarded
• Excellent interpersonal skills, flexible attitude and ability to prioritise to meet deadlines

Relationships:

• Business Manager
• Property, ICT & Office Managers
• Finance Office Staff
• Teaching Staff
• Other Support Staff