

Finance Manager Position Description



Finance Manager	
AWARD: Victorian Catholic Education Multi-Enterprise Agreement	CLASSIFICATION Education Support Category C Level 4
TERMS OF EMPLOYMENT: Ongoing 8.30am – 4.30pm	ANNUAL LEAVE 7 weeks annual leave (1 week of each term holiday, 4 weeks at Christmas)
REQUIREMENTS: Working with children check	SUPERVISOR Business Manager

CATHOLIC IDENTITY

- Actively live and promote the College Mission.
- To promote and maintain Gospel values and the Catholic tradition among all sectors of the College, including students, staff and parents.
- Ensure and facilitate a Catholic inspired ethos within the school community.

POSITION OBJECTIVE:

This Finance Manager is primarily responsible for supporting the Business Manager in managing the operational financial aspects of the College.

Financial Processes	<ul style="list-style-type: none"> ● Provide oversight and guidance to the Finance Team, including Accounts Payable, Accounts Receivable and Main Office financial transactions, to ensure accurate and timely financial reporting. ● Monitor and reconcile all College bank accounts ● Preparation of End of Month Financial Statements and Board Reports. ● Manage the General Ledger to Statutory reporting stage ● Fee generation: billing of all fees and levies as at 1st January and throughout the year. ● Oversight of family school fee payment arrangements/work closely and professionally with families at all times. ● Send out monthly debtor statements ● Reconcile school bank accounts monthly ● CSEF Administration ● Continue to review, improve and streamline financial processes and policies ● Ensure financial internal controls are in place to minimize risk ● Continued Professional Development to keep the College up to date with changes to financial legislation and relevant reporting requirements
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Payroll	<ul style="list-style-type: none"> • Enter new staff and ensure records are up to date • Process Staff Payroll fortnightly and any adjustments required • Process Salary Deductions • Calculate Pro-rata leave and loading (when required and end of year) • Reconcile general ledger suspense accounts monthly • Prepare Payroll End of Month Payments (IEU, Salary Packaging, Misc Deductions) • Process all leave reconciliations and associated payments (e.g LWOP, Maternity leave) • Process the PAYG Tax payment • Process Superannuation monthly payment • Process the Quarterly Super Salary Sacrifice journal • Process Long Service Leave applications, reimbursements, loading and termination payments and reconcile against general ledger • Process the Quarterly Long Service Leave journal • Maintain the Centrelink Parental Payment Schedule/Reconciliation • Maintain the Monthly Salary Reconciliation • Staff Salary Packaging monthly reconciliation and input tax credits journal • Prepare Annual PAYG Summaries
Administration / Other Duties	<ul style="list-style-type: none"> • Complete annual February and August census requirements • Assist in the provision of a child-safe environment for students. • Exercise pastoral care in a manner which reflects school values. • Commit to ongoing professional development activities. • Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures. • Maintain currency of first aid, mandatory reporting, asthma and anaphylaxis training. • Attend all relevant school meetings and other applicable events, as required. • Demonstrate professional and collegiate relationships with colleagues. • Perform other duties as directed by the Business Manager or Delegate

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Qualifications and Requirements

- Qualifications or extensive experience in Business and Financial Administration
- First Aid Certificate HLTF301B – Apply First Aid
- Current Working With Children Check and National Criminal History Check

Skills & Attributes

- Ability to work as part of a team
- High level verbal and written communication skills, including ability to communicate with children, parents and the school community
- Demonstrated administration experience, preferably within an educational setting
- Ability and willingness to accept policy directives

Occupational Health and Safety

All employees have the responsibility to:

- Be responsible for their own health and safety and for the health and safety of anyone else who may be affected by their acts or omissions at the workplace.
- Adhere to safe work procedures, instructions and rules.
- Cooperate with the employer with respect to any action taken by the employer to comply with any requirement imposed by or under the Act.
- Not willfully or recklessly interfere or misuse anything provided in the interests of health and safety or the welfare of others.
- Not willfully place at risk the health and safety of any other person in the workforce.
- Report any injury or hazard to the Principal immediately

Commitment to Child Safety	FCJ College is committed to creating and maintaining a child safe environment in which students feel safe and are safe. It is a condition of employment that the incumbent be a person suitable to work with children. FCJ College has a Child Safety Code of Conduct and as a staff member of the College, the incumbent is subject to and expected to comply with the Child Safety Code of Conduct as amended or varied from time to time.
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Signed:

(Employee)

Date:
