

FINANCE MANAGER

POSITION:	Finance Manager
REPORTS TO:	Business Manager and Principal
ROLE TENURE:	Ongoing
FTE:	1.00
CONDITIONS:	Employment is in accordance with terms and conditions as outlined in the Catholic Education Multi-Employer Agreement (CEMEA 2022) Category C. Remuneration is dependent on skills and experience.

OVERVIEW

All staff members of Marian College are expected to actively support Catholic education in the Brigidine tradition, as articulated in the College's vision and mission statements. Staff are required to embody the values of [Kildare Ministries](#) in their professional conduct and in the relationships, they foster within the College community. Each staff member's role is designed to contribute to the best possible educational outcomes for all students, enhance the community's strengths and ensure careful stewardship of the College's resources.

ROLE DESCRIPTION

The Finance Manager reports to the Business Manager to provide Finance and Accounting services essential for the College's commitment to delivering best practice learning and teaching experiences, as well as supporting student well-being programs. This entails maximizing academic, co-curricular, social, emotional, and spiritual outcomes for students. Additionally, the Finance Manager will closely coordinate with the Business Manager to guarantee the availability of timely, precise, and current financial data for the Principal and College Advisory Board, ensuring effective management of financial resources.

CHILD SAFETY

All staff members must be familiar with and comply with the Marian College child-safe policy, code of conduct, and any other related policies or procedures. Demonstrating a duty of care to students in relation to their spiritual, physical, and mental wellbeing is paramount. Staff are expected to implement strategies that promote a healthy and positive learning environment, understand child safety standards and obligations, including mandatory reporting, and exhibit appropriate behaviours when engaging with children. Any concerns relating to child safety must be reported immediately. Any violations of school policies or codes of conduct will result in appropriate actions by the College.

RESPONSIBILITIES:

FINANCE:

- Lead the direct financial operations of the school on a day-to-day basis.
- Maintain the fixed asset register and associated policies and procedures, including periodic stocktaking and procedures for disposal of assets.
- Lead the operation of an accurate, and up-to-date finance system and ensure policies and procedures meet the College needs, legislative requirements and the KEM Delegations of Authority Manual and are efficient and effective.
- Prepare, process and check general ledger entries to ensure accuracy.
- Complete and ensure the accuracy of the monthly bank reconciliation.
- Review end of month results, analyse variances and initiate appropriate action as required.
- Liaise with College auditors regarding the completion of necessary finance reports and other required audit documentation.
- Process end of year journals and finalise accounts in preparation for the interim and annual audit.
- Ensure the timely processing of audited accounts to comply with the reporting deadlines of the Catholic Education Commission of Victoria (CECV) and The Australian Charities and Not-for-Profits Commission (ACNC).
- Prepare the Annual Financial Statement (AFS) in conjunction with the Business Manager.
- Prepare Somerset Education's Financial Survey for Schools annual survey.
- Complete and submit the Business Activity Statement on a monthly basis.
- Assist with the preparation of the annual recurrent budgets for all departments and other support services in the College.
- Process all budget information into the College accounting software package.
- Provide advice to staff regarding the budget process and provide reports as required.
- Prepare periodic Management Financial Reports for reporting to the Marian College Stewardship Council's Finance Committee and the KEM Board in conjunction with the Business Manager.
- Assist in processing of payments and documentation related to Workcover claims.
- Prepare and submit the annual Workcover Remuneration and the annual Fringe Benefit.
- Tax (FBT) to KEM for consolidation.
- Complete financial surveys including but not limited to Australian Bureau of Statistics surveys and WGEA.
- Reconcile CECV Billings & Disbursements statement to College's general ledger and investigate and resolve any differences.
- Monitor the College's bank balance and Term Deposit investments in order to maximise interest earned by the College and to ensure there are sufficient funds in order to meet financial obligations.
- Complete other financial analysis and forecast reports as requested by the Business Manager.

CREDITORS:

- Oversee – and assist in when required – the accurate input and processing of all supplier invoices and payments by the Finance Officer.
- Ensure the timely payment of all creditor invoices.
- Ensure goods and services tax (GST) compliance of all supplier payments.
- Oversee the processing of all electronic fund transfers via online banking.
- Collate documentation related to payments made on the College's credit cards and process monthly journal entries.
- Liaise with suppliers to ensure competitive pricing for general office purchases.
- Offer staff guidance, when necessary, on ordering, purchasing and payment procedures.

PAYROLL:

- Oversee the preparation and processing of the fortnightly payroll by the Finance Officer, ensuring accuracy and timely processing. The payroll process encompasses permanent, fixed term and casual staff (e.g. casual relief teachers).
- Oversee the timely disbursement of all liabilities from payroll processing, including superannuation, PAYG withholdings and other disbursements as appropriate.
- Support the accurate update of the online personnel records including personal and annual leave records.
- Ensure understanding of the CEMEA (Catholic Education Multi-Enterprise Agreement) in order to assist with the interpretation of agreements and other publications that govern the salaries and entitlements of employees and to support staff with accurate information related to salary and other entitlements when requested.
- Prepare and submit LSL reimbursement claims to the Catholic Education LSL Scheme (Victoria) and the complete reconciliation of LSL reimbursements to payroll records.
- Oversee the submission of the Single Touch Payroll each payroll cycle
- Ensure financial year end figures are reconciled and accurate prior to year-end close-off.

DEBTORS:

- Process all billings for family accounts and periodic issuing of Statement updates.
- Oversee invoicing of other forms of non-student income such as for the hire of school facilities.
- Provide day-to-day management and oversight of aged debtors and debt collection processes, including meetings with debtors and making recommendations to the Business Manager regarding payment plans, debt relief and legal action.
- Assist and advise strategies for managing long overdue fees.
- Manage difficult debtor issues in consultation with the Business Manager.
- Check, verify and advise on GST compliance for all receipts.
- Assist with parent enquiries on school fees and levies as required.
- Assist in processing receipts from Debtors as required.

PROFESSIONAL LEARNING

- Engage in ongoing professional development to enhance administrative, communication, and customer service skills.
- Stay informed about school policies, procedures, and emerging best practices to improve efficiency and service.
- Actively seek feedback and reflect on performance to contribute to continuous improvement in the role by participating in an Annual Review Process.

OTHER

- Commit to ongoing professional development in your area of work.
- Be open to researching areas of interest guided by the College School Improvement Plan.
- Assist the Business Manager and the Registrar in the timely and accurate completion of the Census.
- Assist the Business Manager with management of College Capital Works projects as required.
- Commit to ongoing professional development in your area of work.
- Other duties as directed by the Principal.

ACCOUNTABILITIES FOR ALL STAFF @ MARIAN COLLEGE

GENERAL:

- Demonstrate alignment and support for the Catholic, Kildare Ministries and Brigidine ethos of the College.
- Develop and maintain positive relationships with staff, students, parents and the wider College community.
- Actively engage in and support the College's continuous improvement initiatives by collaborating with colleagues and participating in school improvement planning.
- Understand and adhere to all relevant KM/KEM and College policies and procedures.
- Participate in relevant staff meetings, assemblies, College masses, community days, and professional learning sessions.
- Uphold a duty of care for students' physical and mental wellbeing.
- Follow the College's professional dress code.
- Participate in College community evenings and events as appropriate.

RISK AND OCCUPATIONAL HEALTH AND SAFETY:

- Comply with legislated occupational health and safety practices.
- Observe safe work practices in accordance with training and instruction given.
- Identify, report and where appropriate, action risks/hazards in order to eliminate or mitigate against the risk recurring.

KEY SELECTION CRITERIA

1. Demonstrated capacity to exercise service-oriented management characterised by problem solving lateral thinking and innovation.
2. Excellent organisational skills leading to effective and efficient work practices.
3. The ability to work collaboratively, flexibly, independently and creatively in a demanding environment.
4. Highly developed interpersonal and communication skills demonstrating the ability to liaise and communicate effectively with people at all levels and from varying backgrounds.
5. The capacity to maintain professional relationships within the College community and with other organisations on behalf of the Principal where necessary.
6. Excellent capabilities in the use of information and communication technologies especially: Microsoft Office system, database management, online and mobile applications and the Google Workspace environment.
7. The ability to integrate habits and practices of ongoing review and evaluation to ensure continuous improvement and development of the role and the management of the network.
8. Commitment to ongoing personal and professional growth.

QUALIFICATIONS

ESSENTIAL

- Working with Children Check card and a National Police Record Check.
- Appropriate tertiary qualifications, with further study advantage.
- Experience in an educational or other institutional setting is an advantage.

Desirable

- Minimum Level 2 First Aid Certificate
- Experience working in a secondary school environment