

# Position Description



**EMMANUEL  
ANGLICAN  
COLLEGE**

*Learning ~ Living ~ Leading*

<b>Position Title:</b>	Finance Manager
<b>Reports To:</b>	Business Manager
<b>Directly Manages:</b>	Accounts Officer and Payroll Officer
<b>Liaises With:</b>	Executive, administration and teaching staff, students and parents, service providers and the general public
<b>Employment Details:</b>	Full-time
<b>Award:</b>	Independent Schools NSW (Support and Operational Staff) Multi Enterprise Agreement 2017 – Level 4 Administrator
<b>Member of:</b>	Administration and Support Team
<b>Start Date:</b>	
<b>Contract Period</b>	NA
<b>Appraisal Process:</b>	Review conducted by Business Manager
<b>Qualifications</b>	Bachelor Degree in Accounting (or equivalent)
<b>Experience:</b>	Minimum of 5 years experience
<b>Professional Attributes:</b>	Proven accounting and administrative skills. Thorough knowledge of accrual accounting and use of financial software. Good attention to detail and accuracy. Maintain high performance, professionalism and confidentiality. Ability to communicate, both orally and in writing, in a clear and concise manner. Computer and keyboard skills. Ability to meet deadlines, determine priorities and organise work to meet objectives and identify and deal with problems.
<b>Other Attributes:</b>	Willingness to support the Anglican Ethos of the College. Commitment to the principles of work health and safety. Ability to work effectively either as an individual or member of a team.
<b>Position Goal:</b>	Provide high standard of finance and administrative support to the Business Manager. Assist when required to ensure the smooth functioning of the College administration.
<b>Position Duties:</b>	
<p><b>Accounting and Finance Tasks:</b></p> <ul style="list-style-type: none"> <li>• Assist with the preparation of the College's annual Financial Statements</li> <li>• Prepare the College's monthly financial reports including commentary on actual to budget variations</li> <li>• Prepare Business Activity Statements</li> <li>• Complete the annual FBT Return</li> <li>• Prepare regulatory returns including annual Financial Questionnaire, Enrolment and Staffing Census, ACNC Annual Information Statement and Financial Accountability Reporting</li> <li>• Manage regular follow up and oversight with school fee accounts including liaising with families and the collection agency where necessary to ensure timely processing of these accounts</li> <li>• Manage the application and processing of families eligible for fee support</li> <li>• Prepare cash flow forecasts</li> <li>• Support payroll, accounts payable and accounts receivable functions, as required</li> </ul> <p><b>Manage the financial records:</b></p> <ul style="list-style-type: none"> <li>• Monitor and maintain all financial records of the College</li> <li>• Maintain the integrity of the general ledger system</li> <li>• Ensure the general ledger is accurate and up to date</li> <li>• Ensure all balance sheet accounts are reconciled monthly</li> <li>• Monitor expenditure each month with follow up discussions with Leaders and other staff responsible for a budget area</li> <li>• Establish and review finance procedures and internal controls and ensure that the relevant processes and functions are completed</li> </ul> <p><b>Lead and Manage the Finance Team:</b></p> <ul style="list-style-type: none"> <li>• Manage the workflow of the finance team</li> <li>• Work with finance staff to ensure accurate and timely flow of information between the finance team and</li> </ul>	

- Executive, staff, parents and suppliers
  - Manage the day to day performance of the finance team
  - Develop realistic performance goals and accountability mechanisms for the finance team
- Assist the Business Manager directly:**
- Ensure the Business Manager is fully informed and appraised of all financial matters
  - Ensure the College meets all financial transaction, reporting and financial compliance requirements.
  - Provide assistance with preparing annual audit, College Council reporting and government reporting.
  - Assist in assessing the College insurance policies, building programs, loans, leases and investments
  - Assist with the annual budget preparation
  - Provide assistance and support to the business manager in project planning and management, and development and execution of stated goals and objectives.
  - Support and advice the Business Manager in respect of financial and accounting matters
  - Prepare correspondence, reports and documents as required
- Other Tasks:**
- Liase with external auditors
  - Maintain the College's Asset Register
  - Maintain a high customer service standard in carrying out all functions
  - Work collaboratively as a member of the team.

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*Finance Manager*

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*Principal*

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*Date*