



ST EDMUND'S COLLEGE
CANBERRA · EST 1954



EDMUND RICE EDUCATION
AUSTRALIA

St Edmund's College Canberra is a Catholic school in the Edmund Rice tradition, educating boys from Years 4 – 12. It is an inclusive educational community, with a broad offering across academic and co-curricular areas.

Applications are sought from suitably qualified and experienced candidates for the position of:

Finance Manager

Commencing 11 January 2021.

Please see the Role Statement below for information regarding this role.

To be appointed to this position the applicant will need a current Working with Vulnerable People (WwVP) card.

All staff at St Edmund's College Canberra support and work to advance the Values, Vision and Mission of the College as a Catholic school in the Edmund Rice tradition.

Visit the College website at [Employment Requirements](#) to obtain Application Information. In addition to the documents and information requested, please also provide a statement no longer than three A4 pages addressing the role requirements. These are listed in the Role Description.

Contact Ms Rachel Lemon on via employment@stedmunds.act.edu.au if you have further questions.

Applications close: 5pm Monday 16 November 2020, addressed to:

The Principal
St Edmund's College Canberra
110 Canberra Avenue GRIFFITH ACT 2603
Or email to employment@stedmunds.act.edu.au



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Role Description: Finance Manager

GENERAL

The Finance Manager is a permanent full time role reporting to the Principal through the Director of Business Services. The Finance Manager, supported by a small team (2FTE), is responsible for all financial and payroll functions for the College. The successful applicant for this role must be able to operate both in a very hands on way but also be capable of performing tasks that require high level technical accounting skills.

RELATIONSHIPS

- Principal
- Director of Business Services
- Finance Team
- College Staff
- Edmund Rice Education Australia (EREA) Staff
- External organisations, including but not limited to, auditors, insurers, financial institutions, ATO, suppliers of goods and services, ACT Education Directorate, Department of Education, Skills and Employment

DUTIES

Financial Management

- Lead and mentor Finance team members.
- Prepare monthly financial reports and associated reconciliations for the review and approval of the Director of Business Services.
- Prepare quarterly financial and management reports for the Finance and Risk Committee and the Board.
- Attend and take minutes at Finance and Risk Committee meetings.
- Closely monitor purchasing to ensure that College budget is not exceeded and ensuring all staff are utilising purchase orders appropriately.
- Provide monthly expenditure reports to the Facilities Manager and the heads of teaching faculties.
- Ensure the College complies with all financial legislative and regulatory requirements, including but not limited to, the preparation and lodgement of FBT returns, GST payments, SGC payments and SchoolsHub reporting.
- Ensure the College complies with all Edmund Rice Education Australia (EREA) financial policies and guidelines and that all portal reporting deadlines are met.
- Manage the interim and end of financial year external audit process including the preparation of statutory accounts.
- Carefully monitor College cash flow including the preparation of monthly cash flow projection reports.
- Prepare and maintain monthly general ledger reconciliations.
- Review and approve bank reconciliations.
- Assist with annual budget preparation.

Debtor Management

- Oversee the generation of fee statements each term ensuring the fee statements are reconciled to the number of students enrolled at the College.
- Oversee the debt collection process, including liaising directly with debtors regarding more complex issues.
- Oversee fee concession process.

Payroll

- Review fortnightly payroll prior to approval by the Director of Business Services.
- Ensure there is appropriate documentation and approval for all staff appointments, terminations and variations.
- Reconcile long service leave balances on a quarterly basis and before any leave is granted or paid/transferred on termination.
- Ensure payroll is processed in accordance with the Enterprise Agreements.
- Provide backup assistance to the Payroll Officer.
- Prepare and lodge workers' compensation premium declarations.
- Supervise the workers compensation claims process, insuring claims are submitted in a timely manner and reimbursements for wages covered by workers compensation insurance are claimed.
- Reconcile wages to the staffing budget quarterly basis.

Fixed Assets

- Maintain College fixed asset register and process depreciation on a monthly basis.
- Ensure the asset register reconciles to the balance sheet on a monthly basis.
- Ensure an annual stocktake is undertaken.

Other

- Prepare and submit grant acquittals.
- Manage annual insurance renewal process.
- Provide information to the Australian Bureau of Statistics as requested.
- Provide occasional backup support to staff working within the Services Hub including answering telephone and face to face queries and providing first aid to students.
- Review telephone account on an annual basis to ensure that the most cost effective plans are in place.

ROLE REQUIREMENTS

Essential

- High level technical accounting skills.
- A minimum of 5 years experience in a senior financial management role.
- Experience leading a small team with the desire to undertake a variety of tasks ranging from highly technical accounting tasks to more routine processing tasks.
- Excellent written and verbal communication skills with a focus on providing strong customer service.
- Excellent ICT skills, including proficiency using a range of software applications such as the Microsoft Office suite and accounting and payroll software.
- Excellent attention to detail.
- Excellent organisational and time management skills, including the ability to multi-task, establish priorities, manage workload and reorganise tasks to reflect changing priorities.
- Committed to supporting the mission of the College and the ethos of Catholic Education in the Edmund Rice tradition.

Desirable

- CPA or CA qualifications
- Experience working in the education sector or not for profit environment.

CONDITIONS

- The successful candidate will be employed under a common law contract. This role is not covered by the terms and conditions of the Support Staff (Daramalan, Marist College Canberra, St Edmund's College, Canberra) Enterprise Agreement 2019-2023 (the Agreement), and subsequent Agreements, however, leave entitlements and pay increases will be in accordance with the Agreement.
- Must maintain a current Working with Vulnerable People registration.
- Must hold or be willing to obtain 'Provide First Aid' qualification.
- Full time, 48 weeks per year.
- Salary circa \$105,000 plus superannation depending on experience.