

# Finance Manager

<b>Title:</b>	Finance Manager
<b>Reports To:</b>	Head of Business Services
<b>Direct Reports:</b>	Finance Officer and Payroll Officer
<b>Nature of Employment:</b>	Ongoing Full-time (37.5 hrs/week, 48 weeks/year)

## College Overview

Emmaus Christian College is an independent, non-denominational Christian school. We provide high quality Christian education to children and young people who are from Christian families that are actively involved in their local church and other families who fully support the involvement of their children in the Christian teaching, life and expression of the school.

Emmaus Christian College is one school, two campuses. The Brooklyn Park Campus caters for ELC to Year 6. The South Plympton Campus caters for Foundation to Year 12.

Both campuses offer a seamless pathway to Year 12 where children who have been offered a Foundation to Year 6 position at Brooklyn Park, have at the end of Year 6, a guaranteed entry into Year 7 at the South Plympton campus.

At Emmaus Christian College we want our students to:

- **Belong** – to know others and be known
- **Flourish** – to discover and grow into who they are in Christ
- **Think** – to build their knowledge, apply their skills and discern the truth
- **Respond** – to respond to the call of God in their lives

## Key Purpose:

The Finance Manager is responsible for the day-to-day operations of the Finance Team, working collaboratively with other team leaders under the Head of Business Services' direction. The role focuses on performing, monitoring and supervising various accounting activities to ensure the College's financial resources are effectively managed, reconciled and accounted for in order to fulfill requirements of Legislation, Regulations and Standards and College policies.

## Key Responsibilities:

### 1. Financial Management

#### School Fee Management

- Prepare and undertake the annual fee billing of school fees to families in accordance with the College Fee Schedule.
- Set up and maintain scheduled fee payment agreements for all family accounts.
- Monitor the collection of school fees in accordance with the scheduled payment fee agreements, provide regular statements to families on progress of payment and follow up all outstanding balances as soon as possible.

#### Budgeting & Reporting

- Coordinate the preparation of the Annual Budget, including development of instructions, liaising with key faculty staff and leadership and maintaining relevant financial models.
- Undertake end of month procedures, ensuring journals and reconciliations are performed for general ledger accounts and monthly reports are prepared for the Finance Committee.
- Maintain the College Asset Register, including regular audit and yearly stock-takes of College Assets and their condition.

#### Purchasing, Payments & Payroll

- Provide backup and assistance for purchasing, accounts payable and payroll maintenance and processing as required.

### 2. Compliance Activities

- Ensure the timely and accurate preparation of compliance and statutory returns for Australian and State Governments and statutory bodies, including:
  - Financial Questionnaire, Australian Government August Census, Periodic Return Associations Act, Form 9, SES Data Collection, ASBA Somerset Financial Survey and BGA Funding acquittal summary reports
- Act as authorised bank signatory. Sign and approve orders, cheques and EFT payments for Accounts Payable/Payroll as required.
- Prepare the Annual Financial Statements and associated year-end audit file, liaising with and assisting external auditors as required.

### 3. Administration / Systems Management

- Prepare sundry invoices for claiming from third parties, including external hire of facilities.
- Contribute to the ongoing development and in-use training of the College's financial & data management system (MAZE), liaising with external IT support as necessary.

### 4. Staff Supervision

- Assist, supervise and support the Payroll Officer and the Finance Officer with a focus on continuous improvement and efficiency.
- Provide input to the Head of Business Services as part of the annual performance review process for staff across the Finance team.
- Identify training requirements for staff and coordinate appropriate training / Professional Development within budgetary constraints.
- Provide oversight of trading activities including Uniform Shop, Canteen and Bookroom to ensure that activities provide a good service to the school community, ensuring appropriate stock levels, affordable pricing and financial controls and effective record keeping.

### 5. Other

- Attendance at Finance Committee with role as the Minute Secretary - assist with preparation of agendas, reports, etc. for meetings, take minutes and organise distribution of papers.
- Undertake other lawful and reasonable duties as directed by the Head of Business Services.

## Education

- Tertiary qualifications in Accounting or Commerce.
- Commitment to continued professional and personal development.

## College Expectations

All staff are expected to:

- Be a committed Christian with a strong passion for Biblically based Christian education
- Contribute to the efficient and effective functioning of the team to meet College objectives by demonstrating appropriate and professional workplace behaviours, providing assistance to team members as required and undertaking other key responsibilities or activities as directed by the Principal or Head of Business Services
- Perform their responsibilities in a manner which reflects and responds to continuous improvement
- Support the policies and expectations of the College

## Selection Criteria:

- Be a committed Christian with a strong passion for Biblically-based Christian education.
- Proven experience in a similar role, supervising a team and building and maintaining relationships.
- Experience in an education setting would be advantageous.
- Good understanding and demonstrated working knowledge of integrated finance/data systems.
- Advanced experience in Excel.
- Ability to work confidentially, with tact and discretion.
- Excellent organisational, time management skills and a high attention to detail.
- Strong interpersonal skills and an ability to successfully communicate and liaise with people at all levels, both internal and external to the College.
- Sound analytical skills with an ability to identify and solve problems.

## Submitting Your Application

**Closing Date:** 9:00am Monday 9 January

However, applications will be reviewed prior to the closing date.

**Applicants should provide:**

1. A written application that addresses the selection criteria outlined in the position description.
2. Curriculum Vitae which provides full personal details, qualifications, previous employment and experience.
3. A completed [‘Application for Non-Teaching Position Form’](#).

Application submissions must be sent to [recruitment@emmauscc.sa.edu.au](mailto:recruitment@emmauscc.sa.edu.au) and include all three documents to be considered.

For further information about this position, please contact Human Resources on 8292 3888 or email [recruitment@emmauscc.sa.edu.au](mailto:recruitment@emmauscc.sa.edu.au)