POSITION DESCRIPTION
MANAGER FINANCE

ST. BRIGID’S COLLEGE

POSITION TITLE: Manager Finance
LEVEL: Step 8 (Teachers) Western Australian Catholic Schools (Enterprise Bargaining)
HOURS: 37.5 hours per week with flexibility to accommodate after hours work as required.
Annual and other leave to be negotiated and taken when mutually agreed.

ORGANISATIONAL RELATIONSHIPS

Position reports to: Director of Business
Supervision of: Finance Staff
Internal Liaison: All departments.
External Liaison: Community groups, College suppliers, general public, government departments, funding agencies.

POSITION OBJECTIVES

- To assist the Director of Business in the financial, resource and general business management of the School.
- To direct the day-to-day financial management of the College, fortnightly payroll, monthly and year end reporting and synergetic database administration.

POSITION ACKNOWLEDGEMENT AND ACCEPTANCE

The details contained in this document are an accurate statement of the position’s responsibilities and requirements.

Signature: ________________
PRINCIPAL/DELEGATE ________________________
DATE ________________________

Signature: ________________
EMPLOYEE ________________________
DATE ________________________

St. Brigid’s College | Manager Finance—February 2015
CORPORATE ACCOUNTABILITY
- Comply with the College’s Code of Conduct, management directives and approved policies and procedures.
- Avoid participation in activities that may represent a conflict of interest with the obligations and responsibilities of your role/position.
- Exercise discretion and maintain confidentiality in dealing with sensitive and high level issues.
- Display and promote the type of leadership and activities that will positively influence team culture and business performance.
- Deliver effective use of the College’s resources (staff, equipment and other) within the levels of accountability.
- Ensure compliance with the College’s corporate values in the management and delivery of programmes, as follows:-
  - Continuous improvements.
  - Organisational wellbeing.
  - Customer service.
  - Money matters.
  - Safety.

KEY DUTIES / RESPONSIBILITIES

Finance

PAYROLL
- Oversee the preparation and process of fortnightly payroll, payroll journals, all advice to the CEO, all advice to the ATO, superannuation payments and documentation, salary packaging payments and receipts, preparation of annual payment summaries.
- Ensure that all payroll data is kept in an accurate and up to date manner.
- Provide information from the payroll system to the College’s SLT when requested.
- Assist with personnel enquiries on employment conditions and superannuation.

DEBTORS
- Oversee debtor management, billing, and control, and respond to parent enquiries on fees.
- Pre-emptive management of key external funding sources received directly by the College for the benefit of specific debtors.
- Proactive involvement with the payment of fee’s component of the enrolment process.

CREDITORS
- Oversee payment of creditor’s accounts ensuring that correct policies and procedures are followed, appropriate records maintained and obligations met in a timely manner.

GENERAL LEDGER
- Undertake daily management of cash flow including banking and financial investments and oversee cash book receipts and account reconciliations.
- Responsible for the management of deposits to the various College bank accounts (Main, Building, and Library).
- Lodgement of BAS on a timely basis.
- Correct dissection of GST records.
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- Assist with preparation of Annual College accounts.
- Assist with annual FBT return.
- Assist with annual budget preparation.
- Assist with the preparation and lodgement of annual financial reporting
- Provide the Finance team and auditors with relevant information and reports as requested.

**Census**
- Distribute form lists prior to each census date
- Collect and check queries for each signed form list against system records.
- Obtain numbers for boarders, students with disability and indigenous students.
- Complete and submit February and August State and Federal census data.
- Complete all COSI – CEO returns.

**Risk Management**
- Assist in managing risk at the School, including maintaining appropriate levels of insurance to protect personnel, students and buildings and overseeing claims as appropriate.

**Occupancy Safety and Health**
- Participate in the OH&S Committee and oversee the provision of administrative support as required including:
  - Taking minutes.
  - Creating agendas.
  - Booking meetings.

**Other**
- Secretary to the Finance Committee.
- Provide temporary relief cover for accounts receivable accounts payable and payroll position.
- Assist the Director of Business as required predominantly with additional project work.
- Synergetic database administration.
- Other duties may be assigned.

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**EXTENT OF AUTHORITY**
Authority to act within established practices and to make decisions within clearly established guidelines.
REQUIREMENTS OF THE POSITION

Working Relationships:
- Director of Business;
- Other Finance Team staff;
- Administration staff;
- All staff;
- Parents and parent groups;

Key Results Areas:

Behavioural Descriptors:
- Use initiative and take responsibility for all tasks undertaken.
- Exercise judgement and solve problems within the scope of the position.
- Undertake tasks with confidentiality, accuracy, professional competency and within prescribed deadlines.
- Maintain confidentiality at all times.
- Undertake safe work practices.
- Undertake other duties as directed.

Team Participation:
- Work closely and cooperatively with all staff members.
- Contribute positively and constructively with the College community.
- Ensure performance consistent with the ethos, aims and objectives of the College.
- Capacity to manage multiple reporting lines proactively and constructively.

Financial Management:
- Identify opportunities to enhance strategic effectiveness.
- Ensure timely and accurate financial processes, including payroll and reporting obligations undertaken and information maintained.
- Identify cost efficiencies and process improvement opportunities.

People Management:
- Provide leadership, management and development of staff.
- Promote a work environment that empowers, motivates and develops the diverse talents of people and ensures an optimum level of appropriately skilled employees.
- Address issues and conflict resolution.
- Provide input into staff recruitment and selection.

Customer Outcomes:
- Exhibit awareness of the need for sensitivity in dealing with all members of the St Brigid’s community together with those in the wider community.
- Identify and meet internal and external customer needs and ensure that agreed customer expectations such as timely and accurate responses are met.
- Deliver exceptional customer experiences.
Experience and Qualifications:
- Proven ability to utilise and manage an automated accounting system including experience in accounts receivable and payable policies and procedures.
- Demonstrated high level of computing and administrative skills including word processing and spreadsheets.
- Ability to maintain confidentiality of records and information.
- Ability to maintain both paper-based and electronic records and filing systems.
- Demonstrated commitment to contributing to a positive and constructive team environment.
- Highly developed interpersonal skills and a demonstrated ability to successfully communicate and work with people at all levels.
- Demonstrated high level of organisational ability and initiative including capacity to set priorities and work to deadlines.
- Ability to work effectively in a busy environment.

Qualifications / Training

Essential
- Previous work experience in a related finance department role.
- Tertiary qualification in Business or related discipline.

Desirable
- Certified Practicing Accountant (CPA) or Chartered Accountant (ICAA).
- Qualification in Management or related discipline.
- Current WA “C” class drivers licence.

Personal Attributes
- Initiative;
- Flexibility;
- Reliability;
- Tact and diplomacy;
- Ability to maintain confidentiality;
- Strong people and telephone skills;
- Ability to work cooperatively as part of a team;
- Ability to work independently as necessary;
- Ability to communicate well with a wide range of people; and
- Commitment to continued professional and personal development.