

# Position Description



**EMMANUEL  
ANGLICAN  
COLLEGE**

*Learning ~ Living ~ Leading*

## **Position**

Finance Manager

---

## **College Overview**

Emmanuel Anglican College is a coeducational Anglican school in Ballina, New South Wales. The College shares a passion for a holistic education designed for learning, living and leading that anticipates the possibilities of the future.

## **Our Purpose**

We seek to grow each student to become a person of character who is inspired by excellence and adaptability, whose life is modelled on that of Jesus, and who, through courage, creativity, compassion and citizenship, strives to create a better world.

## **Position Overview**

The Finance Manager is responsible for ensuring accurate and timely completion of the accounting functions of the College. The Finance Manager is responsible for providing a high standard of finance and administrative support to the Business Manager.

## **Key Responsibilities**

The following responsibilities are not exhaustive but are indicative of the scope and nature of the role.

### **Completion of Accounting Functions:**

- Ensure the College meets all financial transaction, reporting and financial compliance requirements
- Preparation of the College's annual Financial Statements and preparing for the audit
- Prepare the College's monthly Profit and Loss, Balance Sheet and Cash Flow reports
- Prepare Business Activity Statements
- Complete the annual FBT Return
- Ensure timely and accurate completion of fortnightly payroll and all related reporting and processing.
- Manage Working Capital
- Ensure Parent Fee Accounts are performing within agreed credit terms
- Manage regular follow up and oversight of overdue Parent Fee Accounts including liaising with families and the collection agency where necessary to ensure timely processing of these accounts
- Manage the application and processing of families eligible for fee support
- Monitor and maintain all financial records of the College
- Maintain the integrity of the general ledger system
- Monitor expenditure each month with follow up discussions with Leaders and other staff responsible for a budget area

### **Provide Leadership to the Finance Team:**

- Manage the workflow of the finance team
- Manage the day to day performance of the finance team
- Work with finance staff to ensure accurate and timely flow of information between the finance team and Executive, staff, parents and suppliers
- Develop realistic performance goals and accountability mechanisms for the finance team



- Support accounts payable and accounts receivable functions, as required

**Assist the Business Manager directly:**

- Ensure the Business Manager is fully informed and appraised of all financial matters
- Ensure all finance functions are completed so external reporting can be completed within all statutory and legal requirements
- Provide assistance with preparing College Council reports
- Provide assistance with preparation of regulatory returns including annual Financial Questionnaire, Enrolment and Staffing Census, ACNC Annual Information Statement and Financial Accountability Reporting
- Assist in assessing the College insurance policies, loans, leases and investments
- Assist with coordination, development and management of annual budgets
- Establish and review finance procedures and internal controls and ensure that the relevant processes and functions are completed
- Provide assistance and support to the business manager by working collaboratively with the broader support staff middle leadership team on project planning and management, and development and execution of stated goals and objectives
- Prepare correspondence, reports and documents as required

**Other Tasks:**

- Liaise with external auditors
- Maintain the College's Asset Register and Depreciation Schedules
- Maintain a high customer service standard in carrying out all functions
- Work collaboratively as a member of the team

**Demonstrate leadership by contributing positively as a member of a team and working collaboratively with College staff.**

**Knowledge, Skills and Qualifications**

- Bachelor Degree in Accounting (essential)
- CA or CPA qualification (preferred))
- Minimum of 8 years experience
- Proven accounting and administrative skills
- Thorough knowledge of accrual accounting and use of financial software
- Excellent 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
- Ability to meet deadlines, determine priorities and organise work to meet objectives and identify and deal with problems

**Personal Qualities and Attitudes**

- 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



### **Remuneration**

The appointee to this position will be remunerated in accordance with the Independent Schools NSW (Support and Operational Staff) Multi Enterprise Agreement as a Level 4.2 Administrator or above dependant on their level of full-time equivalent service and qualifications.