



**ALL SAINTS'
COLLEGE**



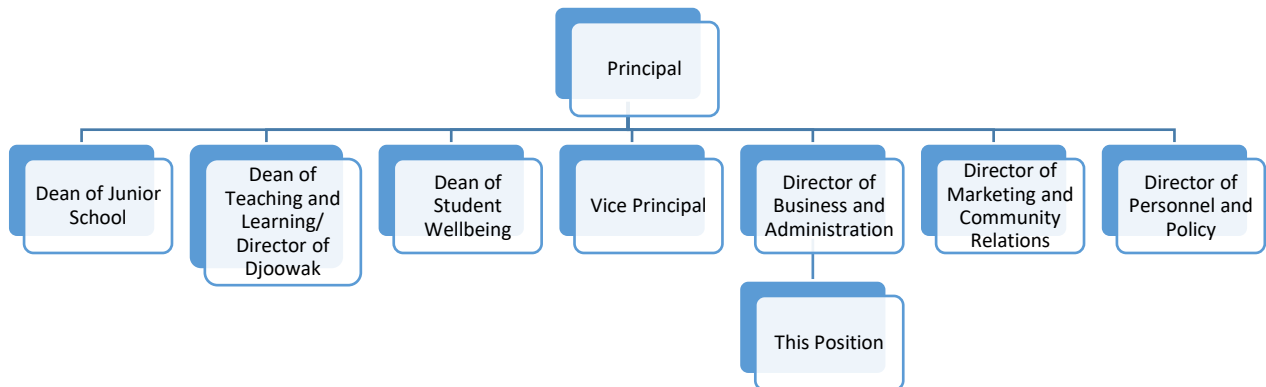
DUTY STATEMENT FINANCE MANAGER

All Saints' College prioritises the safety, welfare and wellbeing of children and young people, and expects all staff and volunteers to share this commitment.

POSITION PURPOSE

As Finance Manager, you will be directly responsible to the Director of Business and Administration (DBA) for providing financial and administrative support within the College.

ORGANISATION STRUCTURE



KEY RESPONSIBILITIES

1. Finance

- (a) Collaborate with the DBA to co-ordinate the timely and accurate flow of financial information to the Principal and the College's Board of Management, the Foundation Board of Management ('the Foundation'), the Swim Club Management Committee and external funding agencies as required.
- (b) Be responsible for the day-to-day operations of the Accounts Department, supporting and managing the Accounts Team overseeing Accounts Payable/Receivable, Fee preparation, Payroll, bank receipting/reconciliations.
- (c) Preparation of timely and accurate financial reports including Profit and Loss Statements, Balance Sheets and Cashflows for the College, the Foundation and other related entities of the College.
- (d) Attend to the accounting and administration requirements for the various capital works projects being undertaken by the College.
- (e) Processing and reconciliation of government funding grants made.
- (f) Periodic reconciliation of funds received under various funding streams.
- (g) Assisting with the upkeep of the General Ledger for the College, the Foundation and Swim Club within the accounting system.
- (h) Assist Payroll Officer in start of year staff reconciliations, leave entitlements and FTE calculations and prepare FBT for staff concessions.
- (i) Assist DBA with preparation and setting of the annual budget.
- (j) Reconciliation of ledger accounts and preparation of schedules and other reports as required by the College's Auditors.
- (k) Assisting with the monitoring of the College's financial performance.
- (l) Lodging taxation and compliance returns and undertaking taxation compliance issues for the College and the Foundation.
- (m) Undertake other significant tasks and projects as requested by the DBA from time to time.

2. Administration

- (a) Administrative and clerical duties including word processing, filing, photocopying and record keeping.
- (b) The Finance Manager may, from time to time, be required to undertake other duties as directed.

3. Staff Expectations

- (a) Serve as a good ambassador of the College. This includes conducting oneself in accordance with the professional standards of the College.
- (b) Ensure all students and parents are provided with a quality service in a timely, efficient and friendly manner.
- (c) Maintain professional confidentiality concerning information about staff and/or students.
- (d) Strive to implement productivity, quality and service improvements on a continual basis.

- (e) Remain abreast of current trends through participation in and contribution to professional development activities and relevant professional organisations.
- (f) Comply with Occupational Safety and Health requirements in the workplace.
- (g) Ensure that all documents are prepared and presented in a professional format in keeping with the College practice and that high standards of spelling, grammar and punctuation are maintained.
- (h) Operate as a 'team player' always and fully support the Principal, Leadership Team and activities of the College

*The College recognises that Duty Statements are dynamic documents.
They are reviewed annually or as required.*

May 2021