



KINROSS WOLAROI  
— SCHOOL —

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# Finance Manager

Candidate information pack

Closing date: 1 November 2024

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October 2024



## About Kinross Wolaroi School

**Kinross Wolaroi School** is a co-educational, independent day & boarding school of the Uniting Church. The School has a proud tradition of educating young people in its regional context and has been doing so for more than 140 years.

With a strong history of excellent academic results along with a diverse co-curricular program, Kinross Wolaroi School is a non-selective school with over 1,000 students (including more than 330 boarders in Years 7 to 12), located in the regional centre of Orange, NSW. We firmly believe that the enjoyment of learning and the wellbeing of our students are paramount. Our students learn to think independently and develop a sense of authenticity that will be valuable in a world that is constantly evolving.

The School has two main campuses. The main campus, called *Wolaroi*, is a picturesque campus of 20 hectares and accommodates the main teaching facilities as well as the boarding facilities for boys boarding. A second campus, called *PLC*, is located approximately five kilometres west of the main campus (on the opposite side of the city of Orange) and houses the girls' boarding facilities, a number of staff residences, a recreation and examination centre, an outdoor swimming pool and playing fields.

All classroom activities (the normal school day activities) for all students enrolled in Pre-K to Year 12 occur on the Wolaroi Campus. The main campus also includes a performance theatre, an auditorium, a sports complex including gymnasium and indoor swimming facilities, a medical centre as well as five playing fields.

For more information on our School, please visit [www.kws.nsw.edu.au](http://www.kws.nsw.edu.au).

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## POSITION OBJECTIVES & RESPONSIBILITIES

The Finance Manager is responsible for the day-to-day running of the Finance function and implementing the strategy and direction for the function provided by the Executive Director, Corporate & Governance. In addition, the role shall identify and implement systems, policies and processes for the School's Finance function which will improve financial reporting, accountability, and control across the organisation.

This role requires a hands-on approach in a high-volume transactional environment and the ability to manage a small team effectively.

The ideal candidate will demonstrate initiative, critical thinking, and problem-solving skills, taking responsibility for originating tasks, new ideas, and methods without being prompted. Persistence is key, as we need someone who will follow through to completion despite any setbacks or obstacles.

Working constructively as part of a team is essential, with the ability to cooperate effectively and contribute to shared goals. Reliability and dedication are also crucial, as the role demands meeting timeframes and supporting others.

Strong organizational skills, accuracy, and the ability to work well under pressure are necessary to complete tasks to an excellent standard without becoming overwhelmed in high-pressure situations. Additionally, the role involves supporting the Executive Director, Corporate & Governance in advising the Principal and School Council regarding the management of School financial resources.

The Finance Manager can expect to liaise with:

- Principal
  - Finance Department
  - External Vendors & Suppliers
  - Parents & Friends Association (P&F)
  - Parents and Caregivers
  - Executive Leadership Team
  - Corporate Leadership Team
  - Heads of Boarding Houses
  - Ex-Students Association (ESA)
  - Staff
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## POSITION DESCRIPTION

Duties related to the position include, but are not limited to the following:

Function	Responsibility
<b>Portfolio Leadership</b>	<ul style="list-style-type: none"><li>• Act as the principal advisor to the Executive Director, Corporate &amp; Governance regarding financial control matters.</li><li>• Act as the School's subject matter expert (SME) on budget and financial management.</li></ul>
<b>Departmental Leadership</b>	<ul style="list-style-type: none"><li>• Demonstrate effective leadership of the Finance team to enable the development of a positive and engaging department, who understand the financial needs of the School and are highly focused on efficiently meeting them.</li><li>• Coach the Finance team to prioritise work to meet outcomes, monitor workloads, review progress of projects and provide meaningful, timely feedback to staff.</li><li>• Provide administrative direction and support for daily operational activities of the Finance department, including the Accounts Payable and Accounts Receivable</li><li>• Be accountable for the management, mentoring and career development of all Finance staff and for performance of their duties.</li></ul>
<b>Planning &amp; Budget Management</b>	<ul style="list-style-type: none"><li>• Assist the Executive Director, Corporate &amp; Governance with the implementation of financial plans, objectives and strategies to contribute to the effective commercial management of the School.</li></ul>
<b>Strategic Management &amp; Innovation</b>	<ul style="list-style-type: none"><li>• Provide strategic advice to the Executive Director, Corporate &amp; Finance concerning effective financial and operational practices and initiatives and lead the ongoing development of the School's financial management systems.</li><li>• Conduct periodic reviews of policies and procedures requiring revision to enable more efficient and effective practices.</li></ul>



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Function	Responsibility
<b>Accounts Payable &amp; Receivable</b>	<ul style="list-style-type: none"> <li>• Lead and oversee the Accounts Payable and Accounts Receivable functions.</li> <li>• Provide oversight of costing accuracy, budget expenditure limits, purchase orders, and new supplier requests.</li> <li>• Oversee the weekly supplier payments process, approval of weekly payment runs, and control the recording and on-billing of rechargeable School expenditures.</li> <li>• Manage the termly and monthly student billing processes, and support receipting, including the monthly direct debit processes.</li> <li>• Participate in weekly collections report reviews with the Executive Director, Corporate &amp; Governance, and manage the collection of outstanding debts.</li> <li>• Oversee the reconciliation of balance sheet clearing accounts, Learn to Swim collection reports, enrolment income accounts, and the collection of monies related to non-compulsory School activities and recharged School expenses.</li> <li>• Reconcile the Creditors and Debtors Aged Trial balances to the general ledger monthly, and manage non-current payable transactions.</li> <li>• Conduct an annual review of the School's doubtful debts provisioning.</li> </ul>
<b>Accounting</b>	<ul style="list-style-type: none"> <li>• Prepare and input journals associated with the month end process.</li> <li>• Ensure all transactions relating to each accounting period are accurately entered in a timely fashion.</li> <li>• Ensure the various accounting systems in use (payroll, general accounting and point of sale) are kept up to date.</li> <li>• Complete balance sheet reconciliations in a timely manner and proactively investigate and resolve anomalies identified.</li> <li>• Ensure the integrity of financial information, compliant with relevant professional standards and relevant statutory requirements.</li> <li>• Manage any additions and deactivation of general ledger codes, ensuring all affected reports capture the relevant changes.</li> <li>• Monitor, risk assess and manage all financial controls in the School's main accounting system and ancillary systems including access to banking and credit card software, and legacy accounting software.</li> <li>• Perform month end procedures on ancillary operations including KWS Foundation, KWS P&amp;F and KWS ESA.</li> </ul>



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Function	Responsibility
<b>Reporting</b>	<ul style="list-style-type: none"> <li>• Complete the financial accounting procedures associated with formulation of monthly, quarterly, half-yearly and annual financial reports.</li> <li>• Prepare monthly Council financial reports for the Executive Director, Corporate &amp; Governance within the required timeframe.</li> <li>• Prepare ad-hoc management reports and financial analysis as directed by the Executive Director, Corporate &amp; Governance to meet decision support and compliance requirements.</li> <li>• Contribute to improving data capture and data retention strategies within the Finance function.</li> </ul>
<b>Budgeting</b>	<ul style="list-style-type: none"> <li>• Assist the Executive Director, Corporate &amp; Governance in the creation of the School's annual financial budget.</li> <li>• Assist in variance analysis and identify and report on any financial trends that may require investigation during the budgeting process.</li> <li>• Manage Budget Tracker reporting and assist Head of Departments/Managers in managing their respective budgets.</li> </ul>
<b>Cash Management</b>	<ul style="list-style-type: none"> <li>• Prepare weekly, monthly and annual cash flow forecasts in order to recommend effective cash management strategies to the Executive Director, Corporate &amp; Governance.</li> <li>• Request, monitor and manage cash investments including reporting and accurate accounting</li> <li>• Complete all bank reconciliations to ensure correct identification and system management of transactions.</li> </ul>
<b>Credit Cards</b>	<ul style="list-style-type: none"> <li>• Administer all aspects of credit card management including requests for new cards, limit changes, advice on available remaining limits, fraudulent activity, user management in credit card management system.</li> <li>• Review and process credit card transactions, ensuring the accuracy of coding as well as the adherence to timeframes and guidelines.</li> <li>• Reconcile credit card clearing balance sheet account on a monthly basis.</li> </ul>
<b>Farm</b>	<ul style="list-style-type: none"> <li>• Co-ordinate with the Farm Manager to account for the movement in livestock through purchases, sales, natural increase and class changes.</li> <li>• Process all accounting entries for monthly stock reconciliation and the annual accounting revaluation of stock.</li> <li>• Manage and lodge the annual Local Land Services livestock declarations by liaising with the Farm, Agriculture and Co-curricular staffing teams.</li> </ul>



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Function	Responsibility
<b>Compliance</b>	<ul style="list-style-type: none"> <li>• Prepare and lodge the monthly Business Activity Statement, prepare any required payments and complete any accounting transactions in relation to the monthly lodgement.</li> <li>• Review Centrelink payments for Parental Leave and reconcile the Paid Parental Leave clearing account on a monthly basis.</li> <li>• Complete annual Fringe Benefits Tax return and ensure lodgement before due date. Prepare any related payments, and co-ordinate with Payroll for allocation to employee records before the end of the individual tax year.</li> <li>• Prepare and lodge the annual Financial Questionnaire with the Federal Department of Education</li> <li>• Complete external benchmarking input process as directed by the Executive Director, Corporate &amp; Governance.</li> </ul>
<b>Audit</b>	<ul style="list-style-type: none"> <li>• Plan, prepare and manage the School's external audit and act as the principal liaison with the School's Auditor to manage the annual financial audits for:               <ul style="list-style-type: none"> <li>○ Kinross Wolaroi School</li> <li>○ Kinross Wolaroi School Property Limited</li> <li>○ Kinross Wolaroi School Foundation Limited</li> <li>○ Kinross Wolaroi School Parents &amp; Friends' Association</li> <li>○ Kinross Wolaroi School Ex-Students' Association</li> </ul> </li> </ul>
<b>Process Improvement/ Procedure Documentation</b>	<ul style="list-style-type: none"> <li>• Prepare work-guides for procedures currently performed within the Finance Department including looking for opportunities to improve current processes.</li> <li>• Support the training of staff where applicable.</li> <li>• Contribute to the ongoing development of the School's financial management processes and systems through continual review and recommending improvements.</li> </ul>
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>• Attend to any other matters appropriate for the position and consistent with the skills of the incumbent as directed by the Executive Director, Corporate &amp; Governance.</li> </ul>

### Professional Review

This position description as outlined above is intended as a framework for professional review. The School reserves the right to alter roles and responsibilities requirements as required.



## Reporting

In all matters concerning their employment, the Finance Manager reports directly to the Executive Director, Corporate & Governance (the Supervisor).

## SELECTION CRITERIA

General Expectations for staff at Kinross Wolaroi School:

- Support for the culture of an Independent Uniting Church School is an essential prerequisite for all employees, including a willingness to support the Mission, Vision and Values for the School.
- Serve as good ambassadors of the School. This includes conducting oneself in accordance with the professional standards of the School, including being well-groomed and professionally attire.
- Take an active interest in the general life of the School – supporting policies, procedures, aims and objectives to facilitate the day-to-day operation of, and promote a high quality of education within, the School.
- Attend staff meetings and training when required.
- Ensure all students and parents are provided with a quality service in a timely, efficient, and friendly manner.
- Maintain professional confidentiality concerning information about staff and/or students and their families.
- Act as a member of a team, developing and supporting the philosophy and ethos of the team.
- Ensure that all documents are prepared and presented in accordance with the School's *Style Guide*.

## Essential Knowledge, Skills and Attributes

- Strong service orientation and excellent interpersonal/relationship management skills and ability to engender trust.
  - Ability to be self-directed, as well as succeed and thrive in a collaborative team environment.
  - Excellent problem solving, organisational and time management skills.
  - Strong communication skills, with an ability to lead, inspire and motivate others.
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## Essential Professional Criteria

- Tertiary qualification in a finance/commerce-based discipline. (Admission as a CPA or CA desirable).
- Demonstrated ability to articulate highly complex financial information in a simple and clear manner, both in verbal and written forms.
- Demonstrated ability to build and maintain a strong team with the proven capacity to develop and manage an area of activity, including setting directions, monitoring workflows, supervising staff & providing feedback, managing performance resolving grievances and facilitating change management.
- Demonstrated ability to provide strategic focus in addition to operational and technical expertise.
- Demonstrated success in the prioritisation of tasks and the meeting of deadlines alongside remaining flexible to be able to meet unexpected demands on time and resources.
- Demonstrated ability to exercise sound judgement and carry out instructions with minimum supervision, but also to work collaboratively as an effective team member.
- Demonstrated support for, and the capacity to develop and maintain an organisational culture based on ethical, professional and personal behaviours.
- Advanced Microsoft Excel skills.

## Working with Children Clearance

The *Child Protection (Working with Children) Act 2012* (NSW) applies for anyone working in child related employment. It is expected that a verified Working Children's Check Clearance will be provided before commencement of duty for any role at the School and that the employee will ensure this clearance is maintained and updated as required whilst ever employed at KWS.

## Workplace Health & Safety

- Be informed of and comply with WHS legislative and associated requirements (as employer makes information available, employee is to take steps to understand how it applies to self).
  - Observe Kinross Wolaroi School WHS Protocol.
  - Identify WHS information and training needs for self.
  - Be involved in WHS projects according to priorities set by consultative processes and management direction.
  - Comply with WHS initiatives as directed and agreed with management and consultative processes.
  - Comply with safe work procedures as instructed by supervisor or manager.
  - Comply with legal and reasonable instructions from employer representatives.
  - Report all hazards, accidents and incidents to your supervisor and comply with WHS committee recommendations.
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## APPOINTMENT CONDITIONS

Employment will be offered on the basis of a permanent, full time role commencing by negotiation.

Employment will be offered subject to a period of probation, defined as six months in accordance with the *Fair Work Act 2009 (Cth)*.

The terms of employment are governed by the *Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2021 (MEA)* as it applies from time to time, or any industrial instrument that replaces the MEA. The position of Finance Manager is classified at the Administration Officer 4.2 of the MEA. The annual salary for the Finance Manager will be negotiated with the successful candidate, commensurate with skills and experience. This rate will be paid in substitution of the rate specified as Administration Officer 4.2.

Comprehensive terms and conditions of appointment will be the subject of a separate employment agreement.

### Right to Work in Australia

Kinross Wolaroi School is not in a position to sponsor entry into Australia. In applying for an Australian based position you will be expected to already have a valid Australian work permit (permanent residency or applicable work visa). Information on Australian visas and working entitlements are available from the Department of Immigration.

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## APPLICATION

To make a confidential enquiry about the position, please contact the People & Culture Department on [recruitment@kws.nsw.edu.au](mailto:recruitment@kws.nsw.edu.au).

Before submitting your application, please ensure that you have:

- Your cover letter is the School's first opportunity to assess your suitability for the position. Your letter should provide insight into not only what you have achieved but also who you are.
- Please ensure that you have addressed the Essential Knowledge, Skills and Attributes and the Essential Professional Criteria in your cover letter.
- Ensure that your CV clearly outlines your qualifications (including the institution and the date completed), career history and current contact details.

You will need to include at least two referees at the end of your CV. Please provide referees names and current positions. Referees will not be contacted without your prior agreement.

Cover letter and CV can be submitted to [recruitment@kws.nsw.edu.au](mailto:recruitment@kws.nsw.edu.au)

or addressed to

People & Culture Department

Kinross Wolaroi School

Locked Bag 4

Orange NSW 2800

*Preferred applicants will be screened in accordance with Child Protection legislation.*

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