



SUNSHINE COAST
GRAMMAR SCHOOL

POSITION DESCRIPTION

Position Title:	Finance Manager
Department / Section:	Corporate Services – Business Office
Reports to:	Business Manager
Direct Reports:	4
Position Description Reviewed:	August 2019

Position Objective

Develop, implement and maintain a system of accounting that supports the analytical and reporting needs of all stakeholders and complies with relevant accounting standards and regulations.

Contribute to the implementation and review of the School's and Early Learning Centre's financial plans, objectives and strategies.

Responsibility for the integrity of the financial systems and internal controls.

Oversee the administration of accurate and timely payroll services for the School.

Key Accountabilities / Duties

- Assist the Business Manager in the preparation, implementation and monitoring of the School's annual budgets, financial plans and performance.
- Responsible for the reconciliation and monitoring of balance sheet accounts and key income & expenditure accounts on a monthly basis; supporting documentation including financial records.
- Oversee and manage the entities' Fixed Asset Registers including Works in Progress.
- Oversee the financial transactions generated by the Business Office and trading entities (Early Learning Centre, Aquatic Centre, Tennis Academy, Uniform Shop and Canteen).
- Implement and manage the process of continuous streamlining and automation of financial and business processes.
- Oversee the preparation and distribution of a range of miscellaneous monthly and quarterly reports.
- Achieve compliance requirements in relation to taxation including PAYG, GST and FBT; and Australian/Queensland government accountabilities including Census (State and Commonwealth) and Financial Questionnaire.
- Complete the Somerset Financial Performance Survey, including SKI Report, Student Address Collection, Student Data Collections, ACNC Data.
- Responsible for Specific Purpose Grant acquittals.
- Oversee the day-to-day cash flow.
- Ensure expenditure requests, including capital, comply with budgets, the PMSA Delegations Policy and approval systems.
- Oversee the payroll function including fortnightly salaries for the School and Early Learning Centre, staff entitlements, superannuation and statutory obligations.
- Preparation for external audit.
- Preparation of the Annual Financial Statements.
- Supervise the day to day activities of Business Office staff.
- Continue to develop both personally and professionally to meet the changing needs of the School.
- Generally support team members and promote a positive workplace.
- Act for the Business Manager during leave periods.

Reporting Relationship

The Finance Manager is responsible to the Business Manager.

Selection Criteria

1. Post Graduate qualifications in accounting i.e. CPA/CA with a minimum of 5 years' experience working in a similar role.
2. Experience within the education industry would be an advantage.
3. Sound knowledge of financial and management reporting including variance analysis.
4. Experience preparing and monitoring budgets.
5. Sound knowledge of payroll procedures and employee benefits.
6. High level of ability using and maintaining computerised accounting and payroll systems, plus advanced knowledge of Excel. Experience with TASS & Qikkids an advantage.
7. Well-developed organisational, planning and time management skills combined with a strong commitment to get the job done, meet strict deadlines and resolve complex issues.
8. Well-developed interpersonal, communication (oral and written) and negotiation skills and the ability to interact with a range of clients.
9. Ability to work effectively and enthusiastically in a team environment and to provide leadership to a small team.
10. Experience and willingness to innovate and identify systems improvement and able to manage change in a positive manner.
11. Current blue card or eligibility to apply.

Work Health and Safety

Staff employed with the Presbyterian and Methodist Schools' Association – Sunshine Coast Grammar School, have responsibilities relating to Work Health and Safety which require staff to recognise and support all of the School's Work Health and Safety Manuals, Policies, and Procedures, in addition to taking reasonable care to ensure the health and safety of yourself, and others at the workplace.

The PMSA is an equal opportunity Employer

The Presbyterian & Methodist Schools' Association – Sunshine Coast Grammar School reserves the right to amend this Position Description at its discretion in accordance with any legislative and/or operational requirements.