JOB DESCRIPTION

St Stephen's School
SERVE GOD SERVE ONE ANOTHER

Job Title:	**Finance Manager (Full Time)**
Reports To:	**Director of Finance and Administration**
Direct Reports:	**Accounts Receivable, Management Accountant, Payroll Officer**
Section of School:	Ed Services
Liaises with:	Whole School Community

St Stephen's School Vision:	St Stephen's School is a Uniting Church School that is Christ centred, student focused and community based
St Stephen's School Values:	The way that we go about our business at St Stephen's is underpinned by five core values. All students, staff and Council members are expected to embrace these values as they undertake their various roles. • Faith • Learning • Care • Service • Community
Position Summary	As Finance Manager, this role works closely with the Director of Finance and Administration to ensure the Finance Department undertakes responsible financial management and accountability in line with the School's strategic intent; internal and external report and budgeting requirements; the provision of accurate financial information to operational staff; insurance program management; compliance. This role also has a strong focus on the strategic direction of the School, staff development and business process innovation.
Key Responsibilities and Tasks	**Financial Planning and Reporting** • Prepare monthly summary detailed financial performance reports and variance analysis for Finance Committee. • Oversee financial and accounting functions of the School and associated entities; • Prepare budgets and forecasting models for cash flows, financial performance, and capital budgets; • Prepare annual financial statements, including liaison with auditors; • Liaison with budget holders on an ongoing basis to assist with monitoring process; • Ensure the School has up-to-date and timely business and financial reports for a range of stakeholders which enable long term business planning and providing advice on the Schools future business decisions might be impacted; identlfy strategies to minimise financial risks. • Prepare submissions for a range of statutory reporting requirements including Government per capita grants; Commonwealth Targeted Program grants; census information; SES data; financial surveys. • Remain abreast of benchmarking data and prepare business analysis reports which allow the School to strategically plan for commercial and financial sustainability

Financial Administration & Services

- Ensure effective performance of the School's finance operation through exemplary financial modelling, efficient systems and processes and effective leadership;
- Lead the day-to-day financial operations of the School including credit management, accounts payable, receivable, billing, cash management, investments, payroll and debt collection functions.
- Debtor management and control, including briefings for the DFA and Principal and preparation of debtor reports for Finance Committee;
- Act as the School's first point of contact with Credit Collection Agencies and Solicitors regarding delinquent debts. Foster good relationships in the process of controlling credit, collecting accounts due and granting of fees concessions
- Oversee financial impact of scholarships, bursaries and concessions;
- Establish and ensure adherence to financial control procedures;
- Ensure compliance with legislative and internal requirements for the payment of accounts, salaries and wages, taxes, insurance coverage and claims, workers' compensation, superannuation and other employment entitlements;
- Maintain the School's Asset Register.
- Manage and maintain the safe custody of all official financial and accounting records of the School ensuring proper accounting and control over all income and expenditure.
- Asssist the DFA with the School's contract tender preparation, review and recommendations across major supply contracts.
- Ensure the School's commercial arms such as Uniform Shop and Canteen remain fiscally compliant and identify risks and potential for continued commercial viability.
- Undertake, coordinate and continuously improve administrative functions and management systems to ensure a high level of department efficiency and effectiveness.

Staff Leadership & Development

- Foster an environment in the Finance team, which inspires and empowers staff to offer their personal best, builds individual and team strengths and recognises their individual worth.
- Promote a vibrant and positive working environment by developing a team approach to work, ensuring open communication, transparent and clear decision making and collaborative practices.
- Promote and ensure high professional standards and conduct through the development of a philosophy of continual improvement and professional growth.
- Undertake performance development processes with support staff under supervision on a formal, informal and ongoing basis;
- Assist and advise staff in their dealings with other staff, where required.

Insurance

- Lead the cycle for the School's annual insurance renewal program ensuring relevant stakeholders are brought into the process where required.

	• Ensure the School has the correct processes and practices in place for the recording, notification,lodgment and closing out of all insurance claims, including workers compensation. • Act as the School's first point of contact with relevant insurance companies. **Legislation** • Ensure the School's BAS, GST and FBT procedures, practices, reports and submissions are correctly administered and continue to meet legislative requirements. • Undertake the coordination and submission of data for WA and Commonwealth Government Census. • Maintain accounting for all per capita and special purpose Commonwealth and WA Government Grants and meet accountability requirements for funding programs. • Ensure all payments made to third party providers are reviewed for compliance with the Schools requirements • Collaborate with Property Services to develop and maintain a School wide preferred contactor list. **Asset Management** • Manage the School's assets ensuring lifecycle processes and practices are in place to effectively administer changes of locations, write-offs, loss or damage. **Payroll** • Work collaboratively with the People and Culture Manager to oversee the School's payroll processes and practices to ensure they continue to be effective, compliant and in line the with relevant legislative and/or award entitlements. • Monitor changes in legislation and awards to safeguard the School from any potential risk associated with non-compliance. • Review and develop internal controls to ensure Nil errors in processing. **Other** • Other duties as requested by the Director Finance and Administration. • Some flexibility of hours will be required to facilitate effective input and involvement in the full scope of this position at St Stephen's School • Undertake and apply Work Health and Safety requirements and adhere to the School's policies and procedures at all times

Key Performance Indicators:	• Accurate and timely financial reports, budgets forecasts, cash flow projections • Accurate external reports prepared within timeframes • Financial systems are running efficiently with effective internal controls which are reviewed periodically • The School is compliant with all legislative obligations pertaining to the role requirements Supplier and payroll payments are accurate and made on time Debtors are tightly managed. Insurance matters are up to date and all claims are followed through to settlement Finance team is motivated and operating at their personal best.

	Up to date and accurate preferred Contractors List Up to date and accurate Asset Register • Ensure that all documentation and communications are prepared and presented in a professional manner and in a way that reflects the School's ethos and values • Ensure the safety of staff and students • Ensure students, parents and the wider School community are provided with a quality and appropriate service in a timely, effective and friendly manner • Other KPIs as agreed with your managers.

Selection Criteria:	**Skills & Experience:** • Appropriate tertiary qualification in accounting • CPA or ACA membership as a minimum • The Working with Children (Criminal Record Checking) Act 2004 applies for anyone working in child related employment • National Criminal Record Checking (except Teaching staff) • Comprehensive experience in a commercial financial environment • Demonstrated ability to manage, lead and motivate staff • Knowledge of Australian Accounting Standards and Australian Taxation and other legislation applicable to the business • Ability to establish credibility with superiors and peers • Demonstrated ability to operate strategically including ability to identify financial risk and propose solutions/recommendations in a timely manner • Demonstrated business improvement/innovation • Demonstrated initiative and is proactive • Demonstrated attention to detail and accuracy skills • Proficiency in the manipulation of databases to interrogate and produce reports in support of recommendations • Superior skills in Excel and financial modelling **Personal Competencies:** • Proven customer focus • Excellent communication and interpersonal skills, including high level of ability to communicate financial/accounting concepts to non-financial trained staff • Analytical and problem-solving skills • Demonstrated ability to undertake responsibilities with appropriate discretion and confidentiality • Be able to role model Christian behaviour in all aspects of the role • Strong staff management and communication skills • Experience negotiating and resolving complex matters involving students and families • Always act in a manner that seeks to enhance the safety culture and performance of the school. Promote a high level of compliance to the Safety and Wellbeing policies, procedures and programmes through effective leadership • Contribute to and participate in Work Health and Safety induction and training sessions • Participate in the injury management and return to work process for staff returning from a work and/or non-work related injury or illness

I understand and accept the responsibilities as outlined in this Job Description.
Signed: [acceptance_status] **Date:** [acceptance_date]
This document was approved by the Director of Finance and Administration on 4/2/2025

The below information is not required to be printed

Version	Date	Review Date	Author	Comments	Approval
2	Feb 2025	Feb 2027	People & Culture	Updated	DFA
1	July 2014	July 2015	Maria Moraitis	New	CFO