FINANCE MANAGER

Full time position

To commence as soon as possible

Applications close 5pm

Tuesday 15th September 2009

CV & contact details for three referees to:
   The Principal
   Tranby College
   PO Box 2186
   ROCKINGHAM DC WA 6967
   Email applications will be accepted:
   tranbycollege@tranby.wa.edu.au

POSITION DESCRIPTION

TITLE: FINANCE MANAGER

RESPONSIBLE TO: BUSINESS MANAGER

RESPONSIBLE FOR: Finance Admin Assistants (Accounts Payable and Accounts Receivable)

JOB CLASSIFICATION: Level 6 – Administrative & Technical Officers


HOURS: 37.5 hours per week with flexibility to accommodate after hours work if required.

POSITION DESCRIPTION:

The Finance Manager is responsible for the day to day operations of the Finance Department and will assist the Business Manager with the financial, resource and business management of the College in accordance with College policies, legislative requirements and within budgetary constraints.

Position Description Finance Manager Sept 2009.
KEY AREAS OF RESPONSIBILITY:

FINANCIAL

- Ensure the timely and accurate preparation of compliance and statutory returns for Australian and State Governments and statutory bodies for submission by the Business Manager. In particular, Financial Questionnaire, Annual Accountability Certificates, Census, Grants Accountability Certificates, SES data, State bi-annual Census, Student Address data, Australian Tax Office BAS Returns, PAYG Reconciliation and Monthly Salary Packaging reports.
- In conjunction with the Business Manager the preparation of monthly management reports for Council and Committee meetings.
- Identify and enact cost efficiencies and process improvement opportunities throughout the College
- Oversee and monitor payment of accounts, payroll and the College’s superannuation obligations.
- Oversee the preparation of annual invoicing of families for school fees.
- Oversee the debt collection process, including liaison with parents and stakeholders. Prepare monthly reports for Council.
- Assist the Business Manager with the preparation of Annual Budgets, cash flow forecasts and monitoring of performance.
- Monitoring accounting records and internal controls.
- Advising staff generally about complying with GST and FBT issues.
- Oversee and ensure accuracy of bank reconciliations
- Coding of financial transactions to appropriate accounts.
- Ensure monthly reconciliations are performed for general ledger accounts.
- Preparation of monthly expenditure reports for Heads of School and Departmental Heads.
- Preparation of financial accounts as at year end for external audit including preparation of draft accounts.

STAFF SUPERVISION

- Ensure financial and administrative functions are performed in an efficient and timely manner by managing workloads, monitoring and developing work systems, determining priorities, developing and implementing policies and guidelines.
- Identify training requirements for staff under direct control and organise appropriate training / Professional Development within budgetary constraints.
- Management of ancillary operations including Canteen and Uniform Shop in conjunction with the Business Manager to ensure financial and customer outcomes in accordance with the College Council.
• Monitor skill levels and arrange relevant training, induction and / or appropriate job descriptions for new employees.

OTHER

• Ensure an effective, efficient and cooperative interface between administrative staff and teaching staff and between administrative staff and the College community and members of the public.
• Process and monitor all insurance claims including Workers Compensation.
• Assist with the control and management of the College’s asset register including random stock takes.
• In conjunction with the Property Manager coordinate the use of College facilities by external agencies.
• In conjunction with the Property Manager and IT Manager oversees the management of external contracts.
• In conjunction with the Property Manager and IT Manager assist in maintaining appropriate Occupational Safety and Health Policies and Procedures for the College.
• Additional duties as directed by the Business Manager

ESSENTIAL CRITERIA

• Strong numeracy skills and a sound understanding of accounting practices.
• Ability to interpret and apply relevant legislation.
• Good analytical skills with an ability to identify and solve problems.
• Strong computing skills including Microsoft Office suite and in particular Excel.
• Good understanding and demonstrated working knowledge of relational databases especially Maze.
• Tertiary qualifications, preferably in accounting or commerce or demonstrated equivalent experience, knowledge and skills
• Experience with reconciliations and internal auditing.
• An ability to meet deadlines and resolve complex issues.
• Strong interpersonal skills and an ability to successfully communicate and liaise with people at all levels, both internal and external to the College.
• Absolute discretion when dealing with confidential information.
• Commitment to continued professional and personal development.
• A willingness to embrace the Uniting Church ethos of the College and to strive at all times to apply the mission, vision and values of the College to all aspects of the position.
• The successful applicant must have or be willing to obtain Working with Children Clearance.

DESIRABLE CRITERIA

• Experience working within an educational institution.
• Experience of MYOB
• Membership of a professional organisation.