

Job Description

Financial Controller

February
2025



Vision Aquinas College's vision is to educate boys to become the men the world needs.

Strategic Purpose Aquinas College's purpose, in partnership with parents and guardians, is to provide a Catholic education for boys in the Edmund Rice Tradition.

Our Values Faith, Character, Excellence

EREA Touchstones Liberating education, Gospel spirituality, Inclusive community, Justice and Solidarity

Position Purpose

The Financial Controller is responsible for working with the Business Manager to facilitate the timely and accurate management of all aspects of College finances. This includes the day-to-day management of financial function, financial reporting, taxation, grant funding, insurances, payroll and certain Government reporting requirements.

Reports To

Business Manager

School / Department

Across College

Expected Behaviours and Attitudes

- To inspire boys to be the best they can be through effective teaching, learning and pastoral care.
- To actively support the Edmund Rice Charism, Edmund Rice Schooling and the Catholic ethos;
- To adhere to the Aquinas College values at all times;
- To adhere to the College's Policy and Procedures;
- To adhere to health and safety procedures and actively contributes to maintain a safe, healthy and tidy environment; and
- To understand that everyone plays a role in preventing any forms of sexual harassment or bullying on campus, not only for students but for their colleagues as well.
- To display:
 - commitment to the Catholic ethos;
 - energy, enthusiasm and drive
 - diplomacy and tact;
 - a strong commitment to confidentiality
 - honesty and integrity;
 - an outstanding work ethic;
 - loyalty to the role, people and the College;
 - a positive and proactive attitude; and
 - respect for self and others.
- Ensure compliance with all relevant legislative, regulatory obligations, College policies and procedures;
- Complete administrative and operational activities in alignment with College requirements; and
- Undertake tasks as requested by the Principal or their Delegate

Key Position Responsibilities:

FINANCE

- Manage all monthly accounting activities and reporting for the College, Foundation and Uniform Shop;
- Variance reporting;
- Maintenance of Asset Register;
- Manage all aspects of College banking – authorised users, term deposits, credit cards, loans;
- Preparation of Annual Budget;
- Minute taking at Finance Committee meetings.

TAXATION

- Monthly BAS submission for the College and quarterly for the Uniform Shop;
- Annual Fringe Benefits Tax Return;
- Ensure Compliance with all GST requirements for a not-for-profit organisation;
- Ensure the Foundation conducts its fundraising activities in a manner compliant with ATO requirements in order to maintain DGR status of tax deductible Funds.

PAYROLL

- Thoroughly review fortnightly payroll, working closely with Manager Payroll Services to ensure all variances noted have a satisfactory explanation.
- Develop an understanding of the various EBA's in place for the College.
- Monthly reconciliation of payroll to Budget.
- Responsibility for the maintenance of the College's Long Service Leave Provision.
- Responsibility for Salary Packaging, fortnightly remittance of employee payments to provider, monthly claiming and remittance to provider of Salary Packaging Input Tax Credits.
- Maintenance of Salary Packaging records for all staff members and reconciliation of annual FBT payable.

ACCOUNTS RECEIVABLE

- Supervise Accounts Receivable Officer;
- Oversee annual billing run, ensuring families are correctly billed and sundry fees and charges are appropriately set up and applied;
- Ensure correct application of remissions;
- Run direct debit fee payments, according to established payment plans;
- Support Accounts Receivable Officer in following up overdue accounts and liaising with Business Manager where further action is required.

COLLEGE ACCOUNTANT

- Supervise College Accountant, who has responsibility for bank reconciliations, accounting for tours and Uniform Shop accounts (MYOB).

ANNUAL AUDIT

- Manage annual audit;
- Prepare all documentation required for the audit, ensuring all accounts are reconciled and correctly represent figures at year-end;
- Act as liaison between auditors and staff, ensuring staff provide all information requested on an accurate and timely basis.

FEDERAL AND STATE GOVERNMENT REPORTING

- A sound knowledge of government reports generated by the Synergetic database will need to be developed;
- Complete Federal and State government censuses – used to determine per capita funding for the College;
- Develop a good understanding of student visas, ensuring that they are current, appropriate to the course of study and that government grants are only claimed for students who are on visas that attract grants;
- Complete Federal Government Student and family data collections – used to determine the level of funding
- Complete Federal Government Annual Financial Questionnaire.

INDIGENOUS STUDENT PROGRAMME FUNDING

- Manage annual audit;
- Prepare all documentation required for the audit, ensuring all accounts are reconciled and correctly represent figures at year-end;
- Act as liaison between auditors and staff, ensuring staff provide all information requested on an accurate and timely basis.

COLLEGE INSURANCES

- Manage College General and Workers Compensation insurances;
- Develop good working relationship with College Insurance Broker;
- Complete annual insurance renewals;
- Submit and manage claims.

TEAM MANAGEMENT

- Provide mentoring and management for staff, creating a working environment that is effective, harmonious and positive.

ACTIVELY SUPPORT COLLEGE OPERATIONS

- Comply with all relevant legislative, regulatory obligations, College policies and procedures;
- Participate in the College's before school, after school or weekend co-curricular activities;
- Complete administrative and operational activities in alignment with College requirements; and

OTHER DUTIES

- Other duties as directed by the Principal or their delegate.

DUTY OF CARE

- To maintain and promote the principles of Occupational Health and Safety within the workplace in accordance with policy, including taking appropriate action in relation to identified hazards and risk to ensure the safety of self and others.

UPHOLD CATHOLIC ETHOS & THE EDMUND RICE TRADITION

- To develop and maintain effective professional relationships with internal and external stakeholders; including external providers, regulatory bodies and other schools and colleges;
- To foster trusting and supportive relationships with parents/guardians;

Selection Criteria

QUALIFICATIONS

- Tertiary qualification required, along with either Certified Practising Accountant or Institute of Chartered Accountant qualifications;
- Working with Children Check clearance;
- Satisfactory national police clearance;
- Have or be prepared to obtain Accreditation to teach in a Catholic School or equivalent; and
- Have or be prepared to undertake Mandatory Reporting training; and

KNOWLEDGE & EXPERIENCE

- Substantial all round financial accounting experience, ideally in a similar school-based environment.
- Demonstrated experience managing a team.
- Proficiency in MS Office; and
- Use of databases particularly Synergetic, would be highly regarded.

SKILLS & ATTRIBUTES

- Strong interpersonal skills, enabling harmonious and positive relationships with colleagues, students and parents/guardians;
- Sound written and verbal communication skills;
- Strong time management and organisational skills;
- Well-developed ICT skills; and
- Ability to work autonomously and as part of a team.

Authorisation

PREPARED BY

Head of Human Resources & Business Manager

DATE

February 2025

AQUINAS COLLEGE COMMITMENT TO CHILD SAFETY

Aquinas College is committed to the safety and wellbeing of all children and young people. This is the primary focus of our care and decision-making. Aquinas College has a zero-tolerance for child abuse. We are committed to providing a safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives.

Every person involved in Aquinas College has a responsibility to understand the important and specific role they play individually and collectively to ensure that the wellbeing and safety of all children and young people are at the forefront of all they do and every decision they make.