



Job Description

Title	Finance and Business Services Manager
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Job Purpose	The Financial Controller is responsible to the Principal for all matters of financial control. The Financial Controller will liaise with relevant external authorities as determined by the Principal and set out in this job description. The Financial Controller will be responsible for maintaining the financial records, preparing management accounts, monitoring the annual budget, collection of tuition fees and cash flow management.
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Interrelationships	Reports to	Principal
	Direct report/s	Finance Team, Property Coordinator, Food Services Coordinator, Registrar

Key Accountabilities	Accountability	Indicative Measure/s
	A Living Christian Faith and Culture	<ol style="list-style-type: none"> 1.1. Actively committed to and demonstrating unity with other staff in service to our enduring purpose of equipping students to become disciples of Christ consistent with Tyndale's Mission, Vision, and Educational Creed (Matthew 28:19-20, Ephesians 1:4-6, 1 Peter 3:15). 1.2. Maintaining a faithful walk as a disciple of the Lord Jesus Christ including an active involvement with a Protestant/ Evangelical Christian church (Philippians 4:9, 2 Timothy 1:13-14, 3 John 1:2-8, Hebrews 10:25). 1.3. Embedding and promoting a Christian worldview based on Reformed theological doctrine including acceptance of the Lordship of Christ, the inerrancy of the Word of God, and the practical outworkings of these in all teaching, learning, and other work at Tyndale (Colossians 1:28-29, 1 Peter 4:10-11). 1.4. Demonstrating the fruit of the Spirit and the highest standards of conduct in dealings with students, families, staff, volunteers, and visitors (Philippians 2:1-18, James 2:24, Titus 2). 1.5. Complying with Tyndale's Staff Code of Conduct, our Child Safe Policy, and all other policies and requirements (Ephesians 6:5-8, Colossians 3:22-25, 1 Peter 2:13-20, Romans 13:1). 1.6. Encouraging and supporting fellow staff in their Christian service and work, including through attending and leading daily devotions, involvement in

		small groups, and through corporate prayer (1 Timothy 2:1, Hebrews 12:1-3, James 5:13-19).
	Financial Management & Practices	<p>2.1. Accounts staff and the performance of their duties.</p> <p>2.2. Development, implementation and monitoring of financial accounting, management accounting and internal control policies and procedures.</p> <p>2.3. Proper accounting and control over all income generated by the school and expenditures arising from the operations and projects of the school.</p> <p>2.4. Financial accounts and records of the company in accordance with the accounting standards and relevant legislation and in accordance with statutory and compliance requirements.</p> <p>2.5. Attendance at Board and Board committee meetings and other meetings as required by the Principal from time to time.</p> <p>2.6. Year-end financial statements and statutory returns in accordance with the Corporations Act and other relevant regulations; ensuring the financial statements lodged within the prescribed time with ASIC.</p> <p>2.7. Liaison with the appointed auditor to ensure thorough review and appropriate and coordinated responses on all matters raised.</p> <p>2.8. Effective finance and administration systems.</p>
	Public Officer	<p>3.1. Providing the ATO with accurate and timely information in respect of tax matters or in consultation with the Principal obtain professional advisory services.</p> <p>3.2. Satisfaction of obligations in respect of taxes and reporting, including quarterly BAS, annual FBT etc.</p> <p>3.3. Monthly reporting to the Principal and Board Finance & Audit Committee on the company obligations to the ATO.</p> <p>3.4. Preparation and review of reports and other compliance lodgements for Government agencies as required (Department of Education and Training, ACNC, ABS , etc.)</p> <p>3.5. Facilitate the preparation of funding applications in consultation with the Principal and Operations Manager.</p> <p>3.6. Maintaining details of funding arrangements, including the monitoring of funding obligations and ensuring the timely submission of completion, compliance and accountability statements.</p>

		<p>3.7. Reporting to DEEWR, DET, BGA and other funding authorities, relevant, complete, accurate and timely information in respect of the School's financial activities.</p> <p>3.8. Annual Commonwealth census and any related variations and correspondence.</p> <p>3.9. Preparation, and lodgements as required (for example, Somerset Financial Performance Survey)</p>
	<p>Finance & Risk Management</p>	<p>4.1. In all aspects of financial policy development, procedures and communications foster and encourage an ELC-12 perspective.</p> <p>4.2. Report regularly and as requested to the Principal in respect of financial business matters, risks and accountabilities.</p> <p>4.3. As directed by the Principal and in cooperation with the Executive, develop, implement and monitor policies and procedures to ensure strong systems of internal financial control compliance and risk management.</p> <p>4.4. Ensure consistent implementation and monitoring of the tuition fee policy and collection of overdue amounts.</p> <p>4.5. Manage all aspects of annual fee assistance.</p> <p>4.6. Maintain expert professional relations with the school's bankers and ensure all communications with the financiers are in a timely, complete and accurate manner.</p> <p>4.7. Advise the Board and Principal of all communications with the financiers. Propose to the Board and Principal improvements to the financial arrangements of the school as appropriate.</p> <p>4.8. As authorised, with the Principal, implement and monitor the arrangements for all general and specific insurance requirements and programs.</p> <p>4.9. Where authorised, co-sign with the Principal, contractual arrangements to ensure the efficient and cost-effective operations of the school.</p>
	<p>Regulatory Liaison</p>	<p>5.1. Familiarity with Federal Government Capital Grant schemes, State Government Interest Subsidy schemes, and other relevant schemes available to assist the school.</p> <p>5.2. Establish and pursue a professional development plan to ensure familiarity with the most current issues and relevant thought.</p> <p>5.3. Actively assisting in the representation to government</p>

		and others for the benefit of Christian education.
	Property & Business Services	<p>6.1. Property management including routine care and maintenance and one-off attention and cleaning (including buildings, amenities, grounds, car parks and other services and facilities).</p> <p>6.2. Oversight and overall leadership of the transport and food services and associated assets and facilities.</p> <p>6.3. Property improvement and project scope, budgets, project management, and reporting (incl. grant reporting).</p> <p>6.4. Oversight of physical security of the campus and buildings (including fences and gates, keys, etc.) and liaising with Head of Information and Learning Technology on access control, alarms, security monitoring, and CCTV.</p> <p>6.5. Appropriate community use of facilities in accordance with established policies and guidelines.</p> <p>6.6. Property master planning, budgeting, and implementation.</p>
	Leadership	<p>7.1. Actively develop direct reports through learning and development, clear guidance, regular reviews and personal encouragement.</p> <p>7.2. Identify, and support the mentoring of, candidates for future promotion.</p> <p>7.3. Provide staff with personal and skill development opportunities.</p> <p>7.4. Participate in personal evaluations conducted by your supervisor. Ensure personal evaluations are completed regularly for all staff members.</p>
	Professional Standing & Development	<p>8.1. Continuing professional development</p> <p>8.2. WWCC clearance</p>

Major Dimensions	<ul style="list-style-type: none"> ● Member of the Executive team ● Member of the Leadership team ● Ex officio member of the Board Finance & Audit Committee ● Liaison with key external service providers including auditors, architects, builders, etc.
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Minimum Requirements	<p>Qualifications:</p> <ul style="list-style-type: none"> ● Undergraduate degree in accounting, commerce, business or related discipline/s,
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	<p>relevant postgraduate qualifications highly desirable</p> <ul style="list-style-type: none"> ● CA/ CPA <p>Knowledge, Experience & Capabilities:</p> <ul style="list-style-type: none"> ● Familiarity with the financial, accounting, and government funding requirements and practices of Australian educational institutions ● Extensive experience in similar management finance/accounting role ● Team management and leadership ● Initiative and drive ● Ability to work within time constraints and achieve strict deadlines ● Excellent interpersonal and communication skills, both oral and written, including the ability to deal tactfully and effectively with people at all levels ● Demonstrated management / financial reporting experience and working with or advising senior leaders and directors ● A proven capacity to use and adapt to technology and contemporary accounting software programs ● Demonstrated skills and experience in process streamlining and workflow management ● Commitment to driving continuous improvement and fostering a culture of positive change ● Ability to interpret relevant legislation ● Attention to detail and accuracy
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Inherent Requirements	This position description is to be read in conjunction with the relevant <i>Inherent Requirements</i> document, which outlines the general spiritual, physical, sensory, and other demands associated with the broader family of roles to which this position belongs.
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Position Responsibilities Flexibility Notice	Please note that the responsibilities and duties outlined in this job description are subject to change at the discretion of Tyndale. This job description is intended to convey information essential to understanding the scope of the position; however, the specific duties and responsibilities may evolve in response to the dynamic needs of the school.
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Classification	Level 8, School administration services grade 8, under the Christian Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2023
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