

Finance Manager

Emmaus College is a proudly co-educational Catholic college, established in 1980 through the amalgamation of St Thomas More College, a Christian Brothers' school for boys (1969 – 1979) and Chavoin College, a Marist Sisters' school for girls (1966 – 1979). The next stage of the amalgamation in 2025 was with Holy Saviour Primary School, Vermont South and St Timothy's Primary School, Vermont. The College operates over multiple campuses in Vermont South, Vermont and Burwood. One campus is dedicated to Years 7, 8, 10, 11 and 12, another campus is designated to the Year 9 program, Y9@E, and another is a dedicated Junior School K to Year 6. All staff at Emmaus may be required to work at any of our campuses.

Our school motto: To Know Christ

College Vision: To foster a community that nurtures the full flourishing of each learner, inspiring excellence as they come 'To Know Christ' on their own road to Emmaus

College Mission: Emmaus College, as a Christ-centred Community, has fundamentally at the heart of its spirituality, the person of Jesus Christ. The story of the Walk to Emmaus in the Gospel of Luke and from which the College is named, nourishes our spirituality. Students are encouraged to live by the key core values of faith, community, respect, excellence, integrity and service and to empower them to achieve their best academically. Emmaus aims to ensure that learners acquire and utilise the knowledge and skills to be future-ready. Our mission as a Christ-centred community provides a caring and supportive environment that enables students to develop their full potential in all areas of life. Pastoral care is a key focus of the College and promotes and enhances student wellbeing of a personal, social, physical, emotional, cognitive and spiritual nature.

EXPECTATIONS OF STAFF IN A CHILD SAFE SCHOOL

Emmaus College is committed to creating and maintaining a child-safe school environment. Students' care, safety, and welfare are embedded in policies and procedures that ensure a commitment to zero tolerance of child abuse. All actions and programs will maintain high ethical standards and work according to child safety standards and child protection reporting guidelines. All employees have a shared legal responsibility to contribute to a safe working environment for staff and students in their area. Emmaus College is an equal opportunity employer.

The Business Team

An efficient Business Team (Finance and Administration) is vital to the College's success. The Business Team at Emmaus College is committed to the provision of quality professional services for staff, students, and families, adding value to the College's operations and programs.

The Position

The College Principal has overall responsibility for all College Finances and in conjunction with the Director of Business Operations, the Finance Manager plays a key role in ensuring the effective management of the College's financial operations. The role is responsible for managing the College's finance and accounting functions, providing accurate financial reporting and advice, ensuring compliance with relevant legislation and College policies, and supporting the achievement of the College's strategic and operational objectives.

The Finance Manager reports to the Principal through the Director of Business Operations.

Key Responsibilities and Duties

- Providing advice, reports and recommendations on all aspects of financial management for consideration by the Director of Business Operations, the Principal, and MACS

- Ensuring the implementation of financial and accounting policies
- Preparing timetables and methodology for the completion of budgets and reports
- Ensuring that plans and budgets are effectively managed and follow established policies and priorities
- Reporting to the Director of Business Operations on all financial matters of the College
- Ensuring that the Asset Register is maintained for College requirements
- To ensure compliance with taxation and annual reporting regulations
- Coordinating the preparation of the College budget, monitoring financial performance against budgets, reporting on variations or discrepancies and advising on corrective action
- Developing and maintaining an appropriate accounting structure to enable linkage with other systems outputs such as library costs, uniform shop, café, events, buses, etc.
- Presenting a monthly financial report to the Director of Business Operations and College Principal with appropriate commentary
- Undertaking research into the development of accounting and other resource systems making recommendations to the Director of Business Operations for the College
- Responding to requests for specific reports for external bodies
- Determining the financial impact of government policy or procedural changes
- Providing clear explanations of cash flows and financial positions to leadership and staff
- Assisting in the negotiations of budgets and planning
- Collaborating with auditors to achieve a satisfactory and efficient audit of the annual accounts of the College
- Analysing and interpreting financial reports on the financial impact for the College
- Undertaking special projects at the direction of the Director of Business Operations and the Principal

Provide leadership and accountability for the College's financial management, operations and Finance team by:

- Continuing to support and develop a highly effective Finance Team
- Liaising with the College Accountant to raise school fee invoices for current students,
- Liaising with the College Registrar to raise enrolment invoices
- Liaising with the Family Debt Liaison Officer and or the College Accountant for billing and payment arrangements for separated families as per Family Court decisions
- Managing adjustments to accounts for students moving in and out of the College community, often between billings
- Overseeing the work of the Finance Officer - Payroll to ensure compliance with the conditions of the multi-employer agreement
- Overseeing the work of the Finance Officers to ensure accurate and timely action
- Managing the La Strada Café Team
- Appropriate role modelling using conflict resolution and negotiation skills as required
- Monitoring the allocation of resources to ensure that agreed levels of service are maintained within the budgetary allocation
- Ensuring that adequate training and supervision are provided to the Finance Team
- Monitoring all capital and cyclical works/projects in accordance with the annual budget and longer-term goals of the College
- Controlling, regulating, reporting and monitoring budgets, reporting monthly results to the Principal and Director of Business Operations
- Managing the delivery of accounting services including debtors' management, accounts payable, accounts receivable, payroll and funds management

- Providing accurate and timely advice for all financial reports and administrative areas of responsibility
- Administration of all insurance and lodgment of claims
- Compliance with all financial and asset management practices and procedures with relevant legislation and College policy
- Ensuring that all asset management practices and procedures follow College policy
- Any other duties as required by the Director of Business Operations or Principal

Ensure accurate financial reporting and compliance with MACS and government reporting obligations by:

- Preparation and management of all financial reporting
- Liaising with Finance staff (Payroll Officer) on the preparation of staff census reports
- Liaising with Finance staff (Accountant) on the preparation of MACS reports as required
- Preparing and entering data for MACS reports as required
- Maintaining good professional and business relationships in dealings with bankers, MACS, government and municipal organisations

Experiences and Qualifications

The Finance Manager will be required to have a current Working with Children Check. The successful applicant is required to have the following qualifications:

- Be a member of the Australian Society of Certified Practicing Accountants or Institute of Chartered Accountants in Australia
- Appropriate and relevant senior accounting experience with a medium size commercial organization and/or school/s
- Proven experience in finance management
- Demonstrated ability to meet reporting deadlines
- Demonstrated ability to communicate effectively with staff
- Excellent computer skills and the ability to work with a high degree of accuracy
- Ideally have a working knowledge of Synergetic (Finance) or a similar database package

Terms and Conditions

The College performs thorough assessments of potential and existing employees. The screening process includes but is not limited to Criminal Records Checks and Working with Children Checks. This is an ongoing, full-time Education Support Officer position under the Catholic Schools Multi-Employer Agreement. Salary level will be determined in accordance with the successful applicant's qualifications and relevant experience.

Professional Review

This Position Description is intended as a framework for professional review.

This position statement is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. It is subject to review and modification by the Principal in response to the changing needs of the College and the development of skills and knowledge.