



Professional Services

Position Description

Position Title:	Financial Projects Manager
Prepared:	August 2026
Reports to:	Director of Finance
Prepared by:	Director of People and Culture

Position Purpose

As member of the College's Finance team the primary function of this position is to perform accounting requirements as deemed appropriate by the Director of Finance, and to support Accounts Receivable, Accounts Payable, Payroll and the Principal's Office.

The role is integral in the financial and budget management at the College. Working closely with the Director of Finance and other stakeholders, the role requires a high level of accuracy, autonomy and time management. The Financial Projects Manager requires an efficient and professional manner and the ability to liaise with other College staff.

Position Status

As per individual contract of employment.

Working Relationships

The position will be working closely with all staff across the College, the finance team, external creditors and government departments. The Finance Office operates in a collegiate manner. As a member of a small team, flexibility, empathy for your co-workers, students and parents is of paramount importance.

Duties and Essential Job Functions

Responsibilities:

- Manage, maintain and enhance budgeting and forecasting processes, including investigating and implementing automation tools
- Prepare camp, excursion and event costings and monitor results against budget
- Monitor and analyse building and property budgets and compliance
- Project-manage work associated with strategic or master planning activities, including (but not limited to) co-ordinating feasibility studies and scoping and preparing proposals and recommendations to College Council

- Act as the finance representative on other key projects across the College including, but not limited to review and recommendations for amendments to the St Leonard's College Enterprise Agreement, Terms of Business and other enrolment documents, College Constitution and Board Charter and other regulatory documents
- Work with the Director of Finance to implement new data processes, IT platforms and systems as required across the finance and risk functions
- Actively participate in establishing new or refining existing finance and governance policies and procedures. Develop systems to monitor compliance against such policies and procedures
- Manage project risk management by tracking finance-related risks in the risk register
- Initiate analysis and recommendations on business processes and activities, demonstrating opportunities for improvement, cost containment or similar
- Provide support to the Director of Finance and Finance Manager in ad hoc financial information and analysis
- Assist the Finance Manager in preparing monthly or year-end management reporting as considered necessary
- Assist the Director of Finance in preparing recommendations and papers to College Council
- Manage the preparation of monthly Board and Committee reporting packs for the College, Trusts, The Amiel Society and the College

Other Tasks:

- Review and approval of invoices within the College's Delegation of Authority Limits Policy
- Assist with fixed asset subsidiary ledger maintenance and reconciliations
- Review of BAS and FBT, as prepared by Group Accountant as and when required
- Manage Abstudy, CSEF and Sporting Schools lodgements
- Assist with the management and co-ordination of the year-end audit and Annual Financial Statements preparation
- Check accounts payable batches, payroll and quarterly billings as required
- Load AP batches to banking software
- Manage the preparation of monthly Board and Committee reporting packs for the College, Trusts and The Amiel Society
- Liaison with bank to implement new products or resolve any transactional issues e.g. bank statement or credit card transactions, managing flexipurchase transactions or approvals
- Support Accounts Receivable, Accounts Payable and Payroll staff (including action Payroll Officer during periods of annual leave) as and when required
- Create events in Onestop / Trybooking, manage enquiries, refunds and receipts. Liaise with providers to identify and resolve issues
- Synergetic administration
- Prepare and maintain finance procedural manuals in consultation with finance team members
- Assist with regulatory reporting, including, but not limited to Department of Education questionnaires, Census, Student Attendance and Financial Questionnaire.
- Act as finance representative for the Community Day Fair Committee
- Assist with the supplier engagement process as and when necessary
- Assist with insurance claims and annual insurance tender process as and when necessary
- Assist with Victorian Registration and Qualifications Authority (VRQA) process

- Australian Charities and Not-for-profits Commission (ACNC) reporting
- Assist with any other ad-hoc accounting projects
- Other duties as directed by the Principal, Director of Finance or their delegate

Qualifications and Experience

- Accounting degree, CA or CPA qualified
- Advanced MS Office including both Excel and Word
- Recent project management experience and strong financial modelling skills
- Working knowledge of finance functions, including billings, procurement and payroll.
- Experience with Synergetic, OneStop, Trybooking
- Payroll experience, particularly Micropay (preferred but not essential)
- Exceptional communication skills, verbal and written
- An organised and process-oriented approach
- Time management skills, including the ability to meet deadlines and manage conflicting priorities
- Initiative and confidence to make contributions/suggestions.
- Critical thinking when problem solving.
- Overall good interpersonal skills when working in a team environment.

Professional Qualifications and Checks

Teachers

A relevant tertiary qualification in Education is required, and you must hold a current VIT Registration.

General Staff

Appropriate qualifications or experience specific to the role are a requirement.

It is a condition of employment that all staff provide a current Employee Working with Children Check or VIT Registration before their position is confirmed. A Criminal Record check may also be requested in certain circumstances.

Child Safe Responsibilities and Requirements

St Leonard's College has zero tolerance for child abuse.

St Leonard's College is committed to the safety and well-being of our students.

All employees are required to have a positive history of working with children and to demonstrate their suitability, experience, and attributes in relation to child safety.

Before commencing employment, information will be collected to establish suitability for child-connected work as defined in Ministerial Order 1359.

Everyone working at St Leonard's College is responsible for the care and protection of the children and young people within our care and for reporting information about suspected child abuse. This includes not only a strong belief but also a legal requirement to comply with the child safety and protection obligations under Ministerial Order No. 1359, and a strong commitment to be actively engaged in the College's child safe culture.

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

- Be responsible for understanding and applying the College's Child Safe Policy, including being compliant with the Child Safe Code of Conduct and being proactive in reporting any concerns or identified risk, and will be required to read and formally acknowledge their acceptance of the school's Code of Conduct for staff
- Take all reasonable steps to protect children from abuse
- Report any reasonable belief that a child's safety is at risk to the Principal or delegate. Teachers, nurses and psychologists fulfil their obligations as mandatory reporters
- Report any suspicion that a child's safety may be at risk to their supervisor (or, if their supervisor is involved in the suspicion, to the Principal or delegate)
- Promote the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children
- Promote the safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds
- Promote the safety, participation and empowerment of children with a disability
- Provide an environment that is supportive of all children's emotional and physical safety

General Responsibilities

All staff are to be supportive of the St Leonard's College Mission Statement and to enhance the school's reputation as a warm, caring environment, characterised by efficiency, professionalism and a willingness to meet the individual needs of those within its community.

This position is covered by the conditions stipulated in the St Leonard's College Agreement 2023, and any subsequent Agreement.

- The College:
 - is an equal opportunity employer
 - complies with the requirements of the Privacy Act
 - has a strong commitment to Health, Safety and Wellbeing
 - will not tolerate harassment of any kind.

College Standards - all staff are expected to support the following standards actively:

- Communication – effective, helpful and positive
- Confidentiality – Protect the privacy and confidentiality of all personal information (staff/families/students)
- Teamwork – work together as a team to achieve the best results. Share information and collaborate across all sections of the College, trust, respect and support
- Accountability – we do our work with honesty, integrity and enthusiasm
- Performance – we perform to the best of our ability
- Initiative – looking for opportunities to improve the way we work; flexible, adaptable and efficient.

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of duties attached to this position. The Position Description is subject to review in response to the changing needs of the College and to the successful incumbent's developing skills and knowledge.