

Position Details

Position	Finance Manager
Award	Educational Services (Schools) General Staff Award 2020
Agreement	Trinity Grammar School, Kew – Enterprise Agreement 2023
Term Time only	No
Position reports to	Head of Finance and Bulleen Campus
Direct reports	Finance Team (Accounts Payable, Accounts Receivable, Payroll)

Position Summary

The purpose of this position is to support the Head of Finance and Bulleen Campus and the Chief Operating Officer in the day-to-day financial management of the School and associated entities. The Finance Manager is responsible for monthly reporting and the administration of financial accounts, banking and cash management, department associated reporting and accounts payable, payroll, school fees and other related processes. The person in this role oversees the work of the Finance Team and is invited to attend Council's Finance and Risk Committee.

As part of the Finance team and wider Educational Support Staff team, the incumbent of the position will work with their team to achieve team-based deliverables and individual goals while providing a high standard of service to support the School's functions and programs. The person in this role takes direction from the Head of Finance and Bulleen Campus and, as a member of the Educational Support Staff, the position also reports to the Chief Operating Officer.

Educational Support Staff Commitment

All members of the Educational Support Staff (ESS) team are expected to support each other in achieving operational and strategic goals and work towards the continuous improvement of the school's systems and programs. ESS must be willing to assist and support other members within the team in accordance with the School's expectations of collegiality and teamwork. The Chief Operating Officer or their delegate may assign reasonable duties in addition to the duties and responsibilities in this position description.

All ESS are employed in accordance with and under the Educational Services (Schools) General Staff Award 2020 and the Trinity Grammar School Kew Enterprise Agreement 2023 or the Award and Agreement that supersedes them.

Responsibilities and Duties

- **To promote and enable the Trinity Strategic Vision:**
 - The Aspiration and Guiding Principles of the Strategic Vision are evident in the observable behaviours and professional practice of all staff at Trinity Grammar School
- **Provide students with a child-safe environment:**
 - A demonstrated understanding of appropriate behaviour and legal obligations relating to child safety

- Be familiar with and comply with the School's Child-Safe Policy and Code of Conduct, and any other policies or procedures relating to child safety
- **Financial Management and Reporting (including Foundation)**
 - Prepare monthly management accounts, financial reports and variance analysis for the Head of Finance and Bulleen Campus and COO, including finance reports and commentary thereto
 - Attend and present at meetings of the School Council's Finance & Risk Committee
 - Prepare for external audits, including liaison with auditors and production of supporting documentation and financial information, as required
 - Ensure financial processes comply with applicable legislation, accounting standards and regulatory requirements.
 - Provide meaningful financial analysis and commentary to assist management in understanding financial performance and emerging issues.
 - Coordinate the annual budgeting process in consultation with the Head of Finance and Bulleen Campus, Chief Operating Officer and relevant budget holders. Prepare budget reports and investigate significant variances.
 - Assist departments and managers with the preparation and monitoring of their budgets.
 - Oversee taxation compliance & administration (eg. BAS, FBT)
 - Lodge finance-related government returns, including the Financial Questionnaire, WGEA and Australian Bureau of Statistics surveys.
 - Maintain appropriate financial policies, procedures and documentation.
 - Identify opportunities to improve financial processes, controls, automation and reporting. Lead any finance system upgrades, implementation projects and integration with other School systems
 - Ensure appropriate segregation of duties and internal financial controls are maintained.
 - Forward financial forecasting using the dedicated digital solution to support strategic and master planning, and debt/capital tenders and management.
 - Maintain management reporting for Associations, Friends' Groups, Trading Operations and Special Events / Performances / Fundraising.
 - Monitor the School's banking activities and cash position, including the preparation and review of bank reconciliations. Ensure appropriate controls over receipts, banking, payments and electronic transactions.
- **Accounts Payable**
 - Manage the Accounts Payable/Credit Card expense solutions – Alii, EFTSURE and Flexipurchase.
 - Oversee the timely and accurate processing of accounts payable and the monitoring and scheduling of required payments.
 - Maintain appropriate controls over purchasing, expenditure and payment processes.
 - Manage and reconcile petty cash and other floats.
 - Support the Accounts Payable Officer with creditor and administration queries and where specialist accounting assistance is required.
- **Accounts Receivable**
 - Ensure each tuition fee billing cycle is accurately and successfully completed as scheduled, with support provided to the Accounts Receivable Officer as necessary
 - Prepare regular reporting on fee collections and outstanding balances.
 - Manage the recovery of unpaid debtor accounts referred by the Accounts Receivable Officer.

- Monitor outstanding school fee accounts and implement appropriate debt collection procedures in accordance with School policy.
- Complete the projection and allocation of tuition fees for monthly journals.
- Maintain appropriate reconciliations as to eg. tuition fees and scholarships in advance, etc.
- Support the Accounts Receivable Officer with billing, fees and debtor administration and where specialist accounting assistance is required

➤ **Payroll:**

- Oversee payroll processes to ensure employees are paid accurately and on time.
- Ensure payroll processes comply with relevant legislation, awards, agreements and School policies.
- Prepare the monthly pay cycle for the Executive/Senior Leadership team, including reconciliation of superannuation and end of year processes.
- Manage the remittance of applicable superannuation contributions per Pay Day Super
- Monitor payroll reconciliations and related general ledger accounts.
- Manage School salary packaging suppliers and arrangements
- Ensure Workcover insurance requirements are met
- Liaise with People & Culture and relevant managers regarding payroll, leave, allowances, deductions and employee changes.
- Provide support in the calculation and reconciliation of entitlement payments to departing staff.
- Support the Payroll Officer in resolving payroll queries and where specialist accounting assistance is required

➤ **Leadership of Finance Team**

- Provide leadership, guidance and support to Finance Team members.
- Allocate responsibilities and ensure finance tasks are completed accurately and within required timeframes.
- Promote a collaborative, service-focused and professional finance environment.
- Support staff development, performance management and continuous improvement.
- Ensure appropriate procedures and controls are followed by all members of the Finance Team.

➤ **Engage in other duties as required:**

Provide:

- customer service and event support where required
- relief support to other members of the Finance Team including Payroll, Accounts Receivable and Accounts Payable

Other duties as requested by the Head of Finance and Bulleen Campus and Chief Operating Officer.

Selection Criteria

Applicants should demonstrate:

- CA / CPA qualification.
- Minimum 5 years' experience in a similar role.
- Excellent Microsoft Office suite skills including advanced skills in Microsoft Excel (analytical reporting and working with dashboard reporting software will be a distinct advantage).
- Experience working in an educational environment and with Synergetic/Micropay would be advantageous (AI analysis skills will be a distinct advantage).
- Working as part of a diverse team and working autonomously with limited supervision.
- Excellent interpersonal skills that are evident through effective communication across the School, and building and maintaining constructive working relationships.
- An adaptable and flexible work ethic with a good understanding of the evolving nature of schools.
- A strong capacity for patience and empathy in fostering a culture of care, innovation and high performance.
- Ability to champion and embody the School's values through conduct, performance and collegiality.
- Knowledge of use of email and basic school database to undertake duties and complement the overall ESS team.
- A reliable and dependable person who has strong professional integrity.

Connectedness and Collaboration

The Finance Manager works collaboratively with:

- Head of Finance and Bulleen Campus
- Chief Operating Officer
- Finance Team members
- The Principal
- Senior Leadership Team
- School Council Finance and Risk Committee
- Teaching & ESS Teams
- Current parents and students
- Donors
- Parents' Association, Old Trinity Grammarians' Association and other ancillary groups

Our Values

- Truth – seeking understanding
- Courage – being our best selves
- Community – connecting and learning together
- Service – putting others first

Policies and Procedures

All employees of Trinity Grammar School are expected and required to understand and adhere to all School policies and procedures. It is a condition of employment that all employees attend and participate in all training provided to them regarding policies and procedures in accordance with legislative requirements. A breach of School policy may result in disciplinary action.

Child Safety

Trinity Grammar School is a school where the dignity of each person is recognised, respected, and fostered. The School has zero tolerance for child abuse and will treat very seriously all allegations and concerns. In line with its commitment to child safety, the School has put in place policies and procedures to uphold the Victorian Child Safe Standards. These standards aim to promote child safety, prevent child abuse, and set up processes to properly respond to allegations of child abuse.

All Staff at Trinity Grammar School are required to:

- have current VIT registration or a current employee Working with Children Check
- complete all mandatory reporting training and education about child safety
- adhere to the School's Child Protection Policies, Staff Code of Conduct and associated policies and procedures; and
- report suspected cases of child abuse in accordance with the School's policies

Occupational Health and Safety

All employees must:

- take reasonable care for their own psychological and physical health and safety;
- take reasonable care not to adversely affect the health and safety of other persons
- comply with reasonable health and safety instructions, as far as they are reasonably able; and
- cooperate with reasonable health and safety policies or procedures

Approval

Developed by	Office of People & Culture
Approved by	Chief Operating Officer
Approval date	September 2026
Next review date	September 2028

This position description summarises the duties and responsibilities associated with the position and classification level. It is not an exhaustive list of duties, and this position description may be reviewed by the Principal or their delegate in response to the School's operational and strategic requirements and the development of skills and knowledge for this position.