

AQUINAS COLLEGE

Financial Controller



1894



About Aquinas College

Aquinas College is a Catholic School in the **Edmund Rice Tradition** servicing in excess of 1,300 local, country and international students.

Aquinas College is one of the oldest schools in Western Australia, with a **history** dating back to 1894. It is known for its beautiful grounds, excellent academic and sporting environment and for producing young men of character who strive to do the best they can for others as well as themselves.

The College is **located** on the banks of the Canning River in Salter Point, Perth. With 2km of river frontage and a spacious environment, Aquinas is the ideal place for young men to learn and play.

Aquinas College is a school for boys in the Public Schools Association (**PSA**). It is a school made up of young men from different backgrounds. Catering for Kindy through to Year 12, we have both day students and boarders. Our curriculum is innovative, we have outstanding facilities and dedicated teachers who genuinely care about their students.

At Aquinas College, it's not what our students become, but who they become that matters. We offer a vibrant school life steeped in mateship, academic success and sporting tradition with a belief in service, achievement and commitment. It's the perfect environment for good men to grow.

Aquinas College is a strong academic school, with subjects, teaching styles and activities that are male focused. While subjects are important within themselves, their true value lies in helping each student discover and develop his inner spirit and strength of **character** – his heart and soul. Creating a moral compass for life, learning about himself and the difference he can make is as important as what he learns inside the classroom.

The comprehensive cultural program at Aquinas College, gives students multiple opportunities to learn, grow and perform. Whether it's musical or classical theatre productions, visual arts, dance, choir, rock, jazz or big bands there are many options available for our students in the **arts**.

Our appeal as a school rests in our strong sense of **faith**, the values we strive to maintain, our commitment to realising the potential of each young man in our care and in providing a balanced education that addresses the academic, social, emotional, physical and spiritual aspects of our student's lives.

We have the highest expectations of all our boys. Our aim is for each to be the best he can be in all that he does and to demonstrate outstanding levels of attendance, appearance, courtesy, respect and work ethic throughout his time at the school.

Aquinas College provides its employees with a stimulating, rewarding, spiritually enriching and values centric workplace.

The College seeks to attract people who are the best in their specialty area, who will commit to supporting the Edmund Rice charism, the Catholic ethos and the College's **Mission and Values**.

Aquinas College aims to foster an environment in which employees are recognised and valued for their contributions, with opportunities to achieve continuous improvement through ongoing professional development and support.





Introduction to the Role

It is an exciting time to be joining Aquinas College with the appointment of our first Old Boy Principal, Robert Henderson, in 2023 and we will be celebrating the 130th anniversary of Aquinas College in 2024.

We are seeking a dynamic and innovative **Finance Controller** who demonstrates previous experience in a similar role with a commitment to service excellence and professionalism.

This role forms part of an inclusive, supportive and high performing team, within a values based environment, reporting to the **Business Manager**.

If you have the relevant experience and qualifications needed for the role. I encourage you to consider applying to join our dynamic team at Aquinas College.

Applications Close:

1.00pm (AWST),

Monday 19 August 2024



Position Purpose

The Finance Controller is responsible for working with the Business Manager to facilitate the timely and accurate management of all aspects of the College finances. This includes financial reporting, taxation, building projects, facility maintenance, grounds maintenance, payroll and certain Government reporting requirements.

Position commences by negotiation, as soon as possible.

Aquinas College Commitment to Child Safety

All staff at Aquinas College must:

- Actively demonstrate support and adhere with the College's Statement of Commitment to Child Safety, EREA Child Safe Code of Conduct, EREA Safeguarding Children Framework Principles and EREA Code of Conduct;
- Demonstrate a clear and in-depth understanding of child safety;
- Have a demonstrated understanding of appropriate behaviours when engaging with children;
- Be familiar with and adhere to the legal obligations relating to child safety, eg. Mandatory Reporting;
- Be familiar with and adhere to College policies, procedures and documentation relating to child safety; and
- Undertake all child safety training as required by the College, EREA and CEWA.

Candidates must comply with all relevant legislative, regulatory obligations, College policies and procedures;

Complete administrative and operational activities in alignment with College requirements; and

A willingness to undertake tasks as requested by the Principal or their delegate.

Aquinas College is an Equal Opportunity Employer



Job Description

Financial Controller

Actively support College Operations

- Comply with all relevant legislative, regulatory obligations, College policies and procedures;
- Complete administrative and operational activities in alignment with College requirements; and
- A willingness to undertake tasks as requested by the Principal or their delegate.

Uphold the Catholic Ethos and the Edmund Rice Tradition

- Active Support of the Catholic ethos and values of the College;
- Active promotion of the College's evangelising mission through its life and curriculum;
- Embracing involvement in the life of the College; and
- Foster the EREA touchstones (Charter).

Expected Behaviours and Attitudes

- Actively support the Edmund Rice Charism, Edmund Rice Schooling and the Catholic ethos;
- Actively support a child safety culture, with a zero tolerance for child abuse;
- Adhere to the Aquinas College values at all times;
- Adhere to the College's Policy, Procedures and Codes;
- Adhere to health and safety procedures and actively contributes to maintain a safe, healthy and organised environment.

Key Responsibilities

KEY POSITION RESPONSIBILITIES:	TASK FOCUS AREAS TO BE DEMONSTRATED
FINANCE	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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



Job Description

Financial Controller

Key Responsibilities (continued)

KEY POSITION RESPONSIBILITIES:	TASK FOCUS AREAS TO BE DEMONSTRATED
ACCOUNTS PAYABLE	<ul style="list-style-type: none">• Supervise Accounts Payable Officer• Develop thorough knowledge of College Chart of Accounts in order to assist with coding queries• Carefully review weekly payment run, ensuring correct account allocations and treatment of GST on invoices• Work with Accounts Payable officer on monthly creditors' accrual
JUNIOR COLLEGE ACCOUNTANT	<ul style="list-style-type: none">• Supervise Junior College Accountant, who has responsibility for bank reconciliations, accounting for tours and Uniform Shop accounts (MYOB)
ANNUAL AUDIT	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• The College operates an extensive Indigenous student programme, which is facilitated by an array of external and internal scholarships• Work with external scholarship providers to satisfy their reporting and funding requirements• Report to Centrelink for Abstudy funding where relevant• Assist families with their understanding of scholarships provided and their obligations
COLLEGE INSURANCES	<ul style="list-style-type: none">• Manage College General and Workers Compensation insurances• Develop good working relationship with College Insurance Broker• Complete annual insurance renewals• Submit and manage claims



Criteria

Financial Controller

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 work in a Catholic School; and
- Have or be prepared to undertake Mandatory Reporting training or similar.

Skills and Abilities

- Strong interpersonal and influencing skills, enabling harmonious and positive relationships with colleagues, students and parents/guardians;
- Strong attention to detail;
- Ability to multi-task and prioritise work;
- Demonstrated ability to work autonomously and as part of a team;
- Strong problem solving, setting priorities, delegating, giving guidance and direction, working under pressure;
- Strong ICT Skills including advanced knowledge of Excel; and
- Strong written and oral communication skills.

Knowledge and 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.

Candidates Must Display

- a commitment to the Catholic ethos;
- energy, enthusiasm and drive;
- diplomacy and tact;
- a 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.

Terms and Conditions

- School/Department: Finance
- Reports to: Business Manager
- Start date: As soon as possible
- Probation Period: 6 months
- Superannuation contributions will be paid in accordance with the superannuation statutory requirements. The College will make contributions on your behalf into an approved Superannuation fund of your choice.

Main People Interactions

INTERNAL

Business Manager

Finance Colleagues

ICT

Heads of Junior, Middle, Senior and Boarding School

College Leadership Team

Aquinas College Foundation

EXTERNAL

Auditors

Banks

Insurance Broker

Indigenous Scholarship Providers

Centrelink (Abstudy)

CEWA and EREA



Application Process

Successful Candidate Credentials

To be successful in this role you will have the following credentials:

- Certified Practising Accountant or Institute of Chartered Accountant qualifications;
- Have or be prepared to obtain Accreditation to Work in a Catholic School;
- Working with Children Check clearance;
- Satisfactory National Police clearance;
- Have or be prepared to undertake Mandatory Reporting training; and
- **Hold appropriate Australian Work rights.**

Employment Conditions and Benefits

Aquinas College provides a supportive, inclusive, stimulating and spiritual work environment, with access to outstanding facilities and resources to enable academic excellence, in a beautiful setting overlooking the Canning River. The employment terms and conditions are governed by the Roman Catholic Archbishop of Perth Non-Teaching Enterprise Bargaining Agreement (2014).

To Apply

If you are interested in this outstanding opportunity, please include the following in your written application:

- Covering letter addressing the selection criteria (no more than 2 A4 pages);
- Current Resume or Curriculum Vitae;
- A completed Application for Employment form;
- A completed Child Safe Applicant Declaration form;
- Provide copies of relevant qualifications and credentials; and
- Applications are to be submitted online via the Apply button on the Aquinas College website. Email applications will not be considered.

Applications Close:
1.00pm (AWST), Monday 19 August 2024

Aquinas College is committed to ensuring the safety, wellbeing and dignity of all children and young people and has zero tolerance of any abuse of children. All applicants will be subject to Aquinas College and legislative screening procedures and checks as a condition of employment.

[Click Here](#) to go to the Employment Page of the Aquinas College website

www.aquinas.wa.edu.au

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AUSTRALIA

