

WAVERLEY CHRISTIAN COLLEGE Inc

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ABN: 48 847 193 961
Reg No: A0018722X

Position Description

Position:	Finance Manager
Campus:	Wantirna South and Narre Warren South
Employment Status:	FTE 1.0
Reports Directly To:	Business Manager
Direct Reports:	Accounts Payable Officer, Accounts Receivable Officer, Accounts Officer – Procurement, Accounts Officers

The Role:

The Finance Manager leads an effective team in the management of all aspects of the College's financial operations. The Finance Manager will work closely with the Business Manager to ensure that timely, accurate and up to date financial information is available to the Business Manager, Principal, the Senior Management Team and the College Council and that the financial resources of the College are managed and accurately reported to a variety of stakeholders.

Ministry Specifications:

Finance Team Management

- Lead the Finance Team and coordinate the roles and responsibilities of the Finance Team members to ensure that there is clarity within the team and for all internal stakeholders (Senior Management Team, Department Heads, Managers and Staff) around all areas of responsibility for the day-to-day management of College finances.
- Day-to-day management responsibility for Finance Team members.
- Work with the Finance Team members to provide ongoing professional development in areas of responsibility and opportunity.

Financial Management Responsibilities

- Oversee all accounts payable and receivable operations.
- Manage the Asset Management Register and its controls.
- Maintain monthly finance leases and journals.
- Work closely with the Business Manager to manage the School's cash flows to ensure funds are available when required for payroll, accounts payable (including payments for building projects), loan repayments and any other cash movements.
- Prepare year-end statutory accounts.
- Prepare annual audit requirements, including liaison with auditors to manage the audit process and work with the Business Manager in the implementation of recommendations by the Auditors.
- Work closely with the Business Manager to prepare the annual College budget, taking responsibility to coordinate key areas of the budget preparation.
- Provide timely reports to managers with budget responsibility and work with them to provide oversight to and interventions necessary to maintain expenditure within budget throughout the year.

- In conjunction with the Business Manager, maintain regular contact with College bankers in relation to the College's financial operations and requirements.
- Work with the Heads of Department and Senior Management Team to review, prepare, and set subject levies annually within the context of the College budget. Monitor costs of College activities (ie. Camps, excursions) against levies and provide guidance to operational leaders in relation to their expenditure within agreed levies.
- Provide necessary information to the Business Manager to enable the review and setting of annual tuition fees and levies in the context of the annual budget.

Financial Reporting Responsibilities

- Prepare monthly cash flow statements.
- Prepare monthly financial statements and relevant reports for the College Council.
- Present a monthly debtor report to the Business Manager to identify, review the Fee billing structure as necessary to ensure efficiency of the various methods of debtor payments.
- Present other financial reports to the Finance Committee and College Council as needed
- Prepare the College's annual financial statements in conjunction with the Business Manager and Auditors.

Financial Administration Responsibilities

- Oversee the management of all bank accounts, including petty cash, credit/prepaid cards and cash advances.
- Maintain general ledger and handle month-end and year-end postings.
- Ensure accurate posting of government grants to the general ledger.
- Reconcile balance sheet accounts.
- Preparation and lodgment of monthly BAS statements.

Other Responsibilities

- Provide presentations to college staff on relevant topics as required.
- In conjunction with the Business Manager, be responsible for the performance and ongoing improvement of the College accounting, finance and supporting administrative systems.
- Pursue best practices within the area of responsibility.

Inherent Requirements of the Position

Administration / IT Staff

- Contribute proactively to a culture of child safety
- Prolonged periods of sitting
- Using a computer for a prolonged period
- Some repetitive actions (e.g. stapling, hole punching, collating)
- Ability and license to drive College cars, as required
- Occasional bending, lifting and carrying
- Standing tasks requiring twisting and turning

Occupational Health and Safety Responsibilities

- Ensure, so far as is reasonably practicable, that work areas under your control are without risk to health and safety of occupants
- To have knowledge of, and comply with the College's OHS policies and procedures
- To comply with all safe work practices, ensuring reasonable care of your own health and safety and that of other staff, students and visitors
- Participate in relevant training and induction sessions
- To report all incidents and/or potential hazards via the reporting system on the Staff Portal as soon as possible

Administration/Duties

As part of your employment, you are expected to participate in a range of duties beyond your own responsibilities. The College Calendar provides additional detailed information. These duties may include, but are not limited to:

- Be familiar with, and supportive of, the College's policies regarding child safety
- Adherence to College Policies and Procedures
- Support of the Waverley Christian College ethos
- Participation in relevant meetings
- Attendance at the first day for staff, Staff Retreat and end of year function

Some duties will need to be performed at times other than during the school day including on weekends. Your duties may be varied by the College from time to time in accordance with the College's operational requirements.