



Founded 1917

The Cathedral School
of St Anne & St James

T O W N S V I L L E

Information for The Executive Position of Business Manager Finance

Educating for life-long success

The Cathedral School of St Anne & St James

Forward

From Luke Bails, Principal

Welcome to The Cathedral School, a very special place. As the eighth Principal of The Cathedral School of St Anne & St James and the former Head of Junior School, I can genuinely tell you that Cathedral is far more than a school. It is a caring community of people who share the common goal of ensuring that our students receive every opportunity to become the best possible version of themselves. Our learners must be empowered with the knowledge, skills, and personal attributes to thrive in today's complex digital world.

To achieve this, we embrace the holistic development of every student. Our highly acknowledged co-educational day and boarding model provides the best of both worlds and supports every student to achieve their personal best and find their definition of happy, healthy, and high achieving.

With Early Learning, Junior School, Middle School, Senior School, and Boarding facilities on one campus, our educational environment nurtures the physical, social, and emotional growth of every student through to graduation. The school provides a safe and welcoming experience where students feel valued, heard, and celebrated for their differences. This helps create that all-important sense of belonging that is fundamental to the development of physical and mental health, and critical to achieving personal success.

We know every child is different and believe in championing individuality, diversity, and inclusivity across our school community. We do this by offering a diverse breadth of subjects, together with enriching life experiences. Within each sub-school, these opportunities are designed to promote a healthy balance between academic studies, personal interests, and experiential learning to support the development of self-confidence, resilience, leadership skills, and more. It is often these experiences that create wonderful memories and friendships that last a lifetime. Students graduate from The Cathedral School of St Anne and St James with a broad range of skills designed to ensure they lead meaningful lives into the future. Our school values of Safety, Respect, Responsibility, Engagement, Endeavour, and Service provide young people with a strong, safe framework to live both at school and outside of it.

To ensure the best teaching and learning environment, we actively recruit expert staff who are committed to making a positive difference to our school community, no matter their role. Staff who join our team are chosen for their expertise, innovation, and genuine passion for education. They seek to create an environment that challenges and inspires our students to live their best lives by building strong relationships with the students in their care.

Please take the time to read the position description below and I invite interested applicants to apply.



ROLE TITLE:	Business Manager - Finance
DEPARTMENT:	Executive
REPORTS TO:	Luke Baills (Principal)
NATURE OF EMPLOYMENT:	Permanent Full-time
COMMENCEMENT DATE:	January 2025
REMUNERATION:	A competitive salary package will be negotiated with the successful applicant commensurate with the level of qualifications, skills, and experience.

The Cathedral School of St Anne & St James located in Mundingburra is Townsville's only Independent Anglican School for boys and girls from Early Childhood to Year 12 and boarding students from Year 7 to 12. The School is set adjacent to a lagoon and lush tropical rain trees creating a wonderful canvas to inspire learning and creativity. We 'educate for life-long success' and know that this requires a well-rounded education and a focus on developing the 'whole person' by nurturing the body and spirit as well as the mind.

The school is seeking a Business Manager - Finance. We are looking for someone who:

- Brings energetic and collaborative leadership with a cheerful, outgoing personality
- Provides operational leadership and integrity
- Demonstrates excellent business acumen and is skilled in analysis

This is an amazing opportunity to work in a fabulous school with a great team of professionals. The school is set adjacent to a lagoon and lush tropical raintrees, creating a wonderful canvas to inspire learning and creativity. We 'educate for life-long success' and know that this requires a well-rounded education and a focus on developing the 'whole person' by nurturing the body and spirit as well as the mind.

If you are a dynamic and engaged person who has the above qualities and would like the challenge of a diverse role, this position may be what you are looking for.



PRIMARY ROLE PURPOSE

The Business Manager – Finance is a full-time executive position at The Cathedral School and carries with it all the expectations of senior leadership within a school. The position is to provide operational support to the Principal and other executive team members to ensure the accuracy and integrity of the school's financial system. The Business Manager – Finance is responsible for the complex accounting and reporting functions of the School, together with compliance reporting and supervision of staff as nominated by the Principal.

The Business Manager – Finance will possess a broad range of leadership, organisational and financial skills, with an ability to think and perform in a variety of management areas. Applicants will need to demonstrate their outstanding interpersonal skills as well as their understanding of the necessary accounting, legislative and financial issues that are currently influencing the school's strategic decisions.

The position is responsible to the Principal for the day to day performance of duties and is expected to work in consultation with all members of the School Executive. Liaising with the Business Manager Strategic and Operations is considered a key relationship in this role.

ORGANISATIONAL STRUCTURE SUPERVISION

Finance Officers

- Finance Manager
- Finance Officer - Accounts Receivables
- Finance Officer – Accounts Payable
- Finance Officer - Payroll

Human Resources and Contractors

- Human Resources Manager
- Risk and Compliance Officer
- Chartwells
- School Locker

SKILLS AND KNOWLEDGE

ESSENTIAL CRITERIA

The Business Manager - Finance will be required to meet the following Essential Criteria and actively work towards obtaining the desired competencies, knowledge, and skills.

Qualifications

- Degree in Commerce/Accounting with CPA/ICCA qualifications is the minimum formal qualification required.
- Valid Working with Children Check (Blue Card).

Competencies, Knowledge & Skills

- Minimum 5 years' experience within a management role within a large organisation is required.
- A high level of managerial, technical and professional expertise, including the ability to lead, consult, delegate, analyse, plan and communicate with diverse stakeholders.
- The ability to interpret, understand and apply Taxation Law, Federal Awards, Industrial Agreements, Enterprise Agreements and contract law.
- An extensive knowledge of GST and its application in the Education Sector.
- An extensive knowledge of accounting procedures.
- Understanding of payroll legislation and processes.
- Excellent computer skills including experience within an office environment working with computers using Microsoft Office, in particular Excel spreadsheets.

- Experience with management and operation of IT Network Systems and Integrated Software Systems is essential.
- Excellent communication (both oral and written) and interpersonal skills.
- Ability to work to deadlines demonstrating organisational and time management skills.
- Problem solving skills.
- Customer service focus.
- Demonstrated effectiveness in contributing to a small team, including the capacity to review and improve workplace practices.
- Ability to share knowledge and expertise.
- Ability to work within a team environment and individually.
- Ability to demonstrate maturity, flexibility, creativity and initiative within the work role.
- An understanding of work health and safety and anti-discriminatory practices.

Desirable Competencies, Knowledge & Skills

- Experience within a school would be an advantage.
- Experience using TASS computer software.
- Ability to lead and actively participate in meetings.

KEY ACCOUNTABILITIES

The Business Manager – Finance will be required to perform the following tasks:

MANAGEMENT ACCOUNTING

Perform the management reporting function within agreed timeframes including:

- Oversight of the day-to-day accounting functions.
- Provide financial advice and reports for use in decision making.
- Cost accounting and analysis of various GL codes.
- Oversee the management accounting end of month checklist.
- Ensure monthly reconciliations are performed by all relevant finance staff.
- Review actual budget results on a monthly or as required and reporting on variances.
- Monitor budget and general ledger reconciliations to provide efficient and accurate information to stakeholders.
- Prepare monthly management accounts for decision making.
- Prepare forward economic planning.
- Organise internal audit procedures and ensure financial transactions comply with prescribed policies.
- Prepare financial schedules as required eg. Activity trading accounts, cash flow analysis, unbudgeted items, overseas travel costs etc.
- Attend to any other reports as may be required for internal and external purposes.

FINANCE

Financial Accounting

Perform the financial accounting function within agreed timeframes including:

- Ensure at all times the integrity of the financial records.
- Maintain the chart of accounts in TASS.
- Import the approved budget into TASS and allocate budget access to budget line managers.
- Provide financial advice and reports for use in decision making.
- Prepare end of year finance checklist.
- Prepare statutory financial statements in accordance with relevant accounting standards.
- Organise external audit to meet the requirements of the Accounting and Financial Review Committee.

- Prepare supporting documents for the annual audit including the provision of a referenced audit file for the auditor's reference.
- Prepare end of year financial schedules as required for reporting of financial performance of commercial trading centres.
- Arrange for external auditors' attendance at Audit and Financial Review Committee to report on finance functions.

Financial Analysis

- Engage in ongoing cost reduction analyses in all areas of the company.
- Engage in benchmarking studies to establish areas of potential operational improvement.
- Interpret the company's financial results to Executive/Board.
- Compile key business metrics and report on them to the Executive/Board.
- Create additional analyses and reports as requested by the Executive/Board.

Funds Management

- Forecast cash flow positions, related borrowing needs, and available funds for investment.
- Ensure that sufficient funds are available to meet ongoing operational and capital investment requirements.
- Maintain banking relationships.
- Arrange for equity and debt financing.
- Invest funds.
- Manage the online banking systems and sending and receiving monies.
- Report to the Audit and Finance Committee on the Westpac Banking annual review of school performance.

Assets

- Preparation of monthly financial reports on committed and actual expenditure of capital acquisitions for the Principal to include in the operations and audit and finance reports.
- Maintain and update the fixed asset register including recording new assets, ensuring asset register valuations are in accordance with the relevant standards and the retirement of assets.
- Oversee the annual asset verification process.
- Provide assistance and advice to the finance staff for the correct accounting process for the recording of assets in the fixed asset register and depreciation rates to be applied to capital acquisitions.
- Calculate depreciation and amortisation according to accounting standards.
- Monthly provision of depreciation and amortisation in management accounts.
- Recording depreciation, amortisation, profit and loss of assets in the annual financial report.

Budgeting

- Manage the preparation of the School's budget.
- Assist budget managers in the collation of fund requests.
- Propose suggested fee increases to achieve financial goals of the business to the Audit and Financial Review Committee.
- Assist Executive/Board to achieve of its strategic financial position.
- Collate annual budget to meet governance and board objectives.

Taxation

Compliance reporting including BAS AND FBT and provide financial reports and returns as required by compliance by:

- Prepare and lodge the school's quarterly business activity statements.
- Prepare information for the school's annual FBT Returns and finalising lodgement.

- Ensure the accuracy and integrity of the financial software.
- Ensure accounting records are properly stored and archived.
- Ensure professional accounting standards are in place and being met.

School Fee Collection

- Assist the Finance Officer to monitor fees.
- Provide support and advice of strategies for managing outstanding fees.
- Provide a regular updated debtors watch list report to the Audit and Financial Review Committee.

Accounts Receivables

- Oversee the Accounts Receivable System, including billing, revenue collection and acquittal.
- Provide support and advice of strategies for managing outstanding fees.

Accounts Payable

- Oversee the Accounts Payable System including the allocation of expenditure to appropriate ledger accounts.
- Provide GST advice for payable allocation.
- Oversee the maintenance of an effective and controlled ordering system to ensure that purchases are authorised and expended correctly.

Payroll

- Oversee the Payroll System, including interpreting, understanding and applying taxation law, federal awards and enterprise agreements for the purpose of guiding payroll staff complete fortnightly pay run.
- Ensure bank files are submitted to Westpac Bank by 6pm Wednesday each pay fortnight.
- Process and maintain systems to process salary packaging in accordance with school policy and salary packaging providers.
- Monitor payroll expenditure to ensure expenditure doesn't exceed budget.
- Monitor budget variances.
- Ensure the School complies with both Government requirements and industrial agreements with respect to the payment of Superannuation and Workcover Queensland etc.

Childcare

- Ensure the integrity of the childcare billing using the Playground software program.
- Oversee the recording of financial journals to record Playground financial transactions into TASS software accounts.
- Review childcare census – specifically relating to the kindergarten grant funding.
- Provide assistance to ELC Finance Officer in relation to knowledge sharing of CCB and CCR as required.
- Assist with Centrelink enquiries with families as necessary.
- Ensure the direct debit facilities are managed within the terms of the school's authority to direct debit third parties.

Supervision

Supervise and support finance staff and provide financial reports, information and support by:

- Supervise and assist finance staff and lead by example.
- Ensure professional accounting standards are in place and being met by finance and retail staff.
- Advise staff on GST, BAS and FBT issues.
- Advise correct account codes and correct method of financial entry/treatment.

- Create account codes and advise staff of correct accounting process to be applied.
- Review creditor payments prior to direct signatures being applied.
- Encourage teamwork and support among the finance staff.
- Participate in the recruitment and selection of finance staff.
- Prepare position descriptions and assist with staff appraisals for the finance team.
- Ensure key performance indicators are being met by the finance team.
- Provide coaching to inexperienced finance staff.
- Address inconsistencies in work and ensure standards are being met.
- Review staff's performance and performance manage if necessary.
- Communicate regularly with staff regarding current work and upcoming events.

CONTRACT MANAGEMENT

- Financial management of third party scholarship contracts are compiled based on the terms of the agreements.
- Acquit grant funding within terms of the contracts of agreement.
- Prepare financial submissions for capital funding and ensure the financial terms are met within the contracts.

COMPLIANCE & STATUTORY REPORTING

- Regulatory, statutory and compliance reporting is prepared and lodged with relevant stakeholders.
- Reports comply with relevant laws and regulations.
- Reports are in accordance with Australian accounting standards.

OTHER

- Work closely with the Business Manager Strategic and Operations.
- Provide excellent customer service to all members of the School community including students, parents and other members of staff.
- Respond to breakdowns and crises within area of responsibility.
- Financial information is to be stored and managed in accordance with the School's record management procedures.
- Maintain confidentiality of information regarding students, parents, the Board, management and staffing in accordance with the Australian Privacy principles and School's Privacy policy.
- Be familiar with the School's Emergency Management procedure and the level of responsibility assigned to the Business Manager Finance.
- Attend staff meetings and professional development sessions as required.
- Perform any other duties requested by the Principal.

WORKPLACE HEALTH & SAFETY

- Ensure a safe work environment and safe system of work are provided for all employees, contractors, visitors, and volunteers.
- Provide leadership and support for the promotion of the school's WHS Management System.
- Implement, maintain, and monitor the WHS Management System in their areas/department.
- Provide Supervisors with support and authority to implement the WHS Management System.
- Monitor and assess WHS performance within their areas/department.
- Approve departmental policies, procedures, and work instructions.
- Ensure Supervisors comply with legislative requirements and corporate and departmental policies, procedures, and work instructions.
- Ensure WHS is an agenda item on all scheduled management and team meetings.

