



## ROLE DESCRIPTION – Finance Co-ordinator (0.4 FTE)

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| <b>POSITION DETAILS</b> | <b>Position Title</b>         | Finance Co-ordinator   |
|                         | <b>Area</b>                   | Administration/Finance   |
|                         | <b>Position Reports to</b>    | Principal  |
|                         | <b>Key Role Relationships</b> | Principal, Deputy Principal, Finance Officer, Board, CSSK Staff, Parents           |
|                         | <b>Salary and Conditions</b>  | Educational Services (Schools) General Staff Award 2020 Level 8 (0.4 FTE position) |

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| <b>ROLE CONTEXT</b>         | <p>The Castlemaine Steiner School and Kindergarten is a well-established school 5km from the heart of the township situated on beautiful grounds. The front office provides admin and support throughout the school, and is the first port of call for internal and external enquiries.</p> <p>The Finance Co-ordinator is responsible for the smooth and efficient administration of the school's financial processes. This position also has the responsibility for financial reporting and will be considered a key role in the school's financial management in this respect.</p>  |
| <b>ROLE PURPOSE</b>         | <p>The role serves several functions:</p> <ol style="list-style-type: none"> <li>1. Ensure ongoing statutory compliance according to the ATO, ACNC, federal and state government.</li> <li>2. Ensure effective, timely and accurate financial reporting</li> <li>3. Ensure program budgets remain in alignment with financial/business objectives</li> <li>4. Liaise with all external financial entities, including but not limited to BGA, ATO, school auditors, banks and insurance company.</li> </ol>   |
| <b>KEY ACCOUNTABILITIES</b> | <p><b>Safety and Compliance</b></p> <p>Safety is a priority for all CSSK staff. All staff employed in any capacity by CSSK are expected to understand and effectively apply safety policies and practices as relevant to their role.</p> <p>All staff working within the school are required to obtain a Working with Children check and understand the school's Policy in relation to the Safety of Children.</p> <p><b>Financial Management:</b></p> <ul style="list-style-type: none"> <li>• Liaise with the school auditors and complete annual company financial statement.</li> <li>• Ensure cash resources are directed into activities that enable identified school goals/financial/business objectives to be met, including conducting regular budget variance analysis</li> </ul> |

**School Budgets:**

- assist the Principal in the preparation of the budget, and managing payments in-line with the approved Budget Plan
- Prepare Class Resource Budgets for teachers with termly updates
- Assist in future forecasting the financial implications of new programs or projects in the school.

**Incoming Funds, grants and expenditure:**

- Ensure the school receives all money due from the government, fees and other sources.
- Ensure the correct deposit of funds received, into the school bank accounts, as designated by the Board of Directors. Complete all the final reports and ensure correct financial acquittals for funding received.
- assist the Principal with managing records of investments and other school accounts
- assist the Principal to ensure all grants are correctly acquitted

**Creditors and Debtors:**

- Ensure Fee Invoicing occurs in an accurate and timely manner.
- Oversee the effective implementation of the Fee Retrieval and Fee Assistance procedures. Report monthly on school fee retrieval including aged debtors and defaults.
- Ensure all bills are paid in a timely manner.

**Financial Reports, payroll and compliance requirements:**

- Provide fortnightly interim and monthly financial reports to the Principal, to be presented to the Board, following the Financial Reporting template provided
- Complete reports for financial acquittal eg: the Financial Questionnaire for the relevant Federal, and State departments and ASIC
- Ensure annual financial returns are completed each financial year in the required time.
- Work in coordination with the Finance Officer to ensure all school financial processes are adhered to
- In co-ordination with the Finance Officer, ensure accurate and timely payment of fortnightly salaries, including deductions
- Ensure accurate and regular Workcover and Superannuation payments and records, ensuring staff Work Cover and Superannuation entitlements are up to date.

**Insurance:**

- Execute insurance contracts that have been authorised by the BoD and serve as liaison between the school and its insurance underwriters for claims covered thereby.
- Liaise with the Principal about necessary and adequate insurance protection.

**Planning and Assets:**

- Support the Principal to implement the CSSK Strategic & Business plans.
- Collaborate with the Site Manager to develop and maintain a current school asset register
- Support the Site Manager to coordinate purchases of major equipment, facilities and services related to the site within the allocated annual capital works and recurrent budgets.

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| SELECTION CRITERIA | <ul style="list-style-type: none"> <li>• Experience working with administration of school finances.</li> <li>• Proven analysis and financial reporting skills</li> <li>• Excellent IT skills including MYOB and Microsoft Office programs. Previous experience working with school-specific software is advantageous, though training can be provided.</li> <li>• Understanding of compliance requirements for schools and ability to work with external financial entities, including but not limited to BGA, ATO, school auditors, banks and insurance company</li> <li>• Tertiary qualification in Business Administration, Finance or Bookkeeping</li> <li>• Clear communication skills</li> <li>• Proven ability to work strategically as part of a team</li> </ul> |
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| <b>Approval:</b> | <b>Staff member:</b><br><br>Name:<br><br>Signature:<br><br>Date:  | <b>Principal/Delegate:</b><br><br>Name:<br><br>Signature:<br><br>Date: |
|                  | <div> <div> <b>Received By HR / Admin:</b> </div> <div>           Signature:           <div>Date:</div> </div> </div> |  |



