



ROLE DESCRIPTION – Finance Manager

.6 FTE

POSITION DETAILS	Position Title	Finance Manager
	Area	Administration/Finance
	Position Reports to	Principal
	Key Role Relationships	Principal, Deputy Principal, Finance Officer, Board, CSSK Staff, Parents
	Salary and Conditions	This is a part time .6 position with work days negotiable. Salary to be negotiated.

ROLE CONTEXT	<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 Manager is responsible for ensuring the existence of appropriate financial controls and ensuring compliance with all legislative and statutory obligations. The Finance Manager is also responsible for managing HR compliance and payroll.</p>
ROLE PURPOSE	<p>The role serves several functions:</p> <ol style="list-style-type: none"> 1. Ensure ongoing statutory compliance according to the ATO, ACNC, federal and state government. 2. Ensure effective, timely and accurate financial reporting 3. Ensure program budgets remain in alignment with financial/business objectives 4. Liaise with all external financial entities, including but not limited to BGA, ATO, school auditors, VRQA, banks and insurance company. 5. Manage HR processes to ensure compliance with all legislative and statutory obligations 6. Support the Principal to implement the CSSK Strategic & Business plans.
KEY RESPONSIBILITIES	<p>Safety and Compliance 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>Reporting:</p> <ol style="list-style-type: none"> 1. Preparation of monthly and year to date P&L, Balance Sheet and Cash Flow reports 2. Preparation, with the Principal, of annual budgets, phased by month 3. Preparation of Class Resource and Department Budgets with termly updates 4. Management of year-end financial audit 5. Preparation of financial and other reports as may be required from time to time by external funding bodies and registration authorities 6. Monthly IAS and quarterly BAS reports to the Taxation Office

	<p>School Assets:</p> <ol style="list-style-type: none"> 1. Maintenance of an appropriate Fixed Asset Register 2. Ensure that School assets are adequately insured 3. Oversee School purchasing processes including ordering, receipting and payment of invoices 4. 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. 5. Liaise with the Principal about necessary and adequate insurance protection. <p>Funding:</p> <ol style="list-style-type: none"> 1. Ensure that fee levels are appropriate to cover the cost base of the School 2. Ensure that fees are invoiced quarterly and that appropriate debt collection processes are in place 3. Liaise with Edstart in relation to fee collection 4. Ensure receipt of available Federal and State Government recurrent funding 5. Prepare applications for relevant capital grants 6. Complete acquittals for grant funding <p>Human Resources:</p> <ol style="list-style-type: none"> 1. Ensure staff records, including contracts of employment, qualifications and training records are appropriately prepared, updated and maintained 2. Check that fortnightly salaries are calculated and paid correctly 3. Ensure that staff superannuation and Workcover payments are calculated and paid correctly 4. Manage recruitment procedures. 5. Manage staff leave processes 6. Provide authoritative advice to the leadership team on employee relations issues 7. Assist in the development of human resource planning. <p>Professional Development:</p> <ol style="list-style-type: none"> 1. Keep up to date with current financial management and HR issues through periodic attendance at appropriate courses and seminars <p>Other:</p> <p>Other duties as directed from time to time by the Principal.</p>
SELECTION CRITERIA	<p>Knowledge, Skills and Certification:</p> <ol style="list-style-type: none"> 1. Accounting or similar financial qualification, or extensive experience in financial management 2. At least 5 years' experience in a similar sized business unit, preferably a school 3. Sound knowledge of HR management practices 4. Excellent communication and interpersonal skills 5. Ability to work collegially with a wide range of staff and parents in the School community 6. Demonstrates initiative in improving business procedures 7. High levels of organisation and time management 8. A current Working With Children Check <p>Reporting and Decision-making Structure:</p> <ul style="list-style-type: none"> • The Finance Manager reports directly to the Principal • The Finance Manager attends Board meetings and provides finance reports to the Board, via the Principal

How to Apply

Applications must include a Cover Letter, Curriculum Vitae - containing minimum two professional referees and a separate document addressing the Selection Criteria.

Applications should be marked 'Private and Confidential' and forwarded to:
recruitment@cstk.vic.edu.au by the close date of **Friday 20th September at 4 pm.**