



Position Title	Finance Manager
Reports To	Business Manager
College Objective	<p>At Geelong Lutheran College it is expected that each staff member will support the Christian ethos of the schools. A good example for Christian living is to be given to children and parents by words and actions.</p> <p>The Christian Education environment we offer depends largely on the maturity and professionalism of all staff. Therefore, it is expected that all staff members co-operate fully with the Head of College, Principal, other staff and the College Council in adhering to the policies, teachings and fostering the ethos, culture and traditions of Geelong Lutheran College.</p> <p>Staff are expected to support the Christian ethos of Geelong Lutheran College and to demonstrate courtesy, co-operation and teamwork with fellow members of staff.</p>
Position Overview	<p>The Finance Manager is responsible to the Business Manager for operational financial matters of the College, including annual budgets, management of expenditure, financial reporting, fees collection, rebates, payroll, and payment of accounts. In fulfilling these responsibilities, the Finance Manager is responsible for and assisted by the finance team.</p> <p>The Finance Manager's role is to support and complement the Business Manager in his responsibility for overall financial functions of the College.</p>
Duties and Responsibilities	<p>Leadership:</p> <ul style="list-style-type: none"> • Supporting, promoting, and demonstrating the Christian ethos of Geelong Lutheran College • Promoting the values of GLC (wisdom, honour and purpose) • Leads and manages the Finance team in a cohesive, effective, organised and pro-active manner • Ensures that effective customer service and support is always provided when dealing with parents, students, staff, and the public • Assists in implementing decisions of the College Council as directed by the Business Manager • Undertake appropriate professional development and coaching approved by the Business Manager • Be familiar and comply with the College's commitment to Child Safety, Child Safe Policy and any other policies or procedures relating to child safety <p>Responsibilities:</p> <ul style="list-style-type: none"> • Ensuring there is proper accounting control over all income received (fees, concessions, government grants etc.) and expenditure (salaries, operating costs, asset purchases etc.) • Inherent in the above is ensuring strong systems of internal control and segregation of duties where practicable. • Prepares the monthly financial statements for presentation to the Business Manager and College Council within the required time limits, including a written report highlighting variances requiring attention

- Provides advice to Budget Managers and staff in general on matters relating to effective budget management and stewardship
- Responsible for the preparation of budgets, monitors performance against approved budgets and reports as required
- Prepares the College Annual Financial Statements and year end statutory returns in accordance with the requirements of Corporations Law, LEVNT and other relevant legislation.
- Prepares end of year reconciliations in a timely and accurate fashion, ensuring that accounts are ready for audit within the required timeframe
- Liaises with the College appointed Auditor
- Ensures all payroll reconciliations and legislative requirements are met including online staff payroll records, PAYG Withholding tax, superannuation, other deduction obligations, ATO reconciliations / returns and end of year reconciliations
- Review the fortnightly payroll and manage the payroll process
- Ensure effective administration of the invoicing and payments to creditors and staff
- Actively participate and manage the process and the collection of monies from debtors. Review outstanding debtors and make recommendations regarding interview and/or referral to the collection agency.
- Control input of journal entry adjustments. Review general ledger accounts and attend to reconciliations as required.
- Prepares and submits all returns required by the Australian Taxation Office including FBT and GST
- Seeking out competitive tenders for procurement of requirements and advise the Business Manager on the best tenders
- Ensure proper administrative records are kept, including fixed asset register, taxation and other statutory records, and General Accounting and Financial information
- Maintain knowledge of and ensure the College meets relevant government funding and reporting requirements
- Lodgment of insurance claims and providing advice regarding insurance renewals
- Participates in College planning and policy development for the finance area

Skills & Attributes:

- Possessing the ability to promote positive staff morale and a team ethic
- Displaying high levels of initiative, responsibility and accountability
- Displaying an ability to adapt to a changing environment.
- Develops an effective program and has a proven ability to meet all required deadlines
- Strong attention to detail and accuracy
- Highly developed analytical and problem-solving skills
- Develops and enhances the College's ability to maintain effective financial management
- Demonstrates a high level of planning and organisation
- Is an effective team player and works collaboratively with all levels
- Is an effective leader and works to enhance the skills of his/her team

Other:

- Attendance at meetings as required by the Business Manager
- Involvement in College events
- Perform other duties related to your field of expertise as required by the Business Manager

Selection Criteria	<p><i>These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate.</i></p> <p>PERSONAL QUALITIES & SKILLS</p> <ul style="list-style-type: none"> • Support for the Christian ethos of Geelong Lutheran College • Exhibits discretion, confidentiality, honesty and integrity • Excellent inter-personal skills, management, and self-management skills • Communicates effectively with fellow staff, students and families, and form positive relations in the workplace • Be a team-orientated leader • Demonstrates a high level of planning and organisation • Proven history of achieving deadlines • Strong attention to detail <p>QUALIFICATIONS AND EXPERIENCE</p> <ul style="list-style-type: none"> • A degree or relevant Tertiary qualifications in Accounting and/or Business Administration • Eligibility for membership of a relevant professional association (e.g. CA or CPA) • Recent relevant experience in a school setting is preferable but not essential • Extensive experience working with the Microsoft Office suite and administrative software/browser applications. • A current Working with Children’s Check and National Police Check (not more than 6 months old)
Classification	<p>Salary: Lutheran Education (Victorian Schools) Multi Enterprise Agreement 2018</p> <p>Tenure: Permanent Full Time (includes 4 weeks’ annual leave at Christmas and 1 week of leave at the beginning of each Term Break)</p> <p>Hours: Monday to Friday</p> <p>FTE: Full Time</p> <p>Location (Base): Geelong Lutheran College St John’s Newtown and Armstrong Creek</p>

STATEMENT OF COMMITMENT TO CHILD SAFETY

Geelong Lutheran College is committed to being a Child Safe organisation. Geelong Lutheran College has a zero tolerance for child abuse and is committed to acting in children’s best interests and in keeping them safe from harm. Geelong Lutheran College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture.

Geelong Lutheran College is an Equal Opportunity Employer.

Employee acknowledgment

I (the undersigned) have read and understand the content of this position description and undertake to meet the key accountabilities in an appropriate manner.

Finance Manager

Signature: _____

Date: _____

Authorised by (Employer Representative)

Business Manager

Signature: _____

Date: _____