



PEDARE

FINANCE MANAGER

JOB & PERSON SPECIFICATION

FEBRUARY 2024



POSITION: Finance Manager

REPORTS TO: Business Manager

CLASSIFICATION: [Pedare Christian College Enterprise Agreement 2021-2025](#)

ABOUT PEDARE

Pedare is a coeducational Anglican and Uniting Church school comprising of Junior (R-5), Middle (Years 6-9) and Senior (Years 10-12) based in Golden Grove. We are committed to developing young people to make a difference in our global community and are passionate about providing our students with the best education and learning curriculum. Here at Pedare we have been operating since 1986 and we have over 1,100 students.

Our Vision

Fostering partnerships with families that enable students to:

- *excel in learning*
- *be globally focused*
- *have a strong sense of self-worth*
- *make a difference in the community*

ABOUT THE POSITION

The Finance Manager is responsible for overseeing the day-to-day financial operations of the College. The role encompasses accounting duties, including month-end close, annual and statutory reporting, budgeting, fixed asset management, and grant funding management.

The Finance Manager ensures all transactions are processed in compliance with Accounting Standards and all finance policies and procedures. The Finance Manager also provides support for leave absences of the Business Manager role and manages and mentors Finance staff.

KEY CRITERIA *(areas of major responsibility and activity)*

Team Leadership and Management

Manage and mentor members of the Finance team to:

- Achieve the College's objectives, ensuring day-to-day activities are appropriately scheduled, resourced and completed in a timely manner
- Maintain a responsive and service-focussed approach with a commitment to the provision of quality service and continuous improvement
- Provide vision, role clarity and development opportunities for team members
- Ensure all team members maintain the level of skill and knowledge necessary to successfully carry out the requirements of their roles
- Engender a culture of safety and compliance
- Ensure all College timelines and service delivery deadlines are met
- Oversee team performance and initiate improvements where appropriate
- Conduct performance reviews annually for Finance team members
- Co-ordinate working hours and monitor leave entitlements of Finance team members



General Accounting Duties

- Prompt and accurate processing general journal and banking entries in the College's accounting system
- Finalisation of annual general ledger records prior to end-of-year rollover
- Reconciliation of Balance Sheet accounts
- Maintenance of Fixed Asset Register
- Processing and management of funding grants, including the provision of assistance with grant applications, monitoring of grant funding, compliance with funding requirements, and completion of acquittal reports or returns
- Working with the Project Accountant to ensure that the Project WIP accounts are regularly reconciled and completed projects are capitalised
- Oversee Bank reconciliations on all College bank accounts (prepared by the Finance Officer)
- Prepare the quarterly Shared Facilities accounts reconciliations

Financial Reporting

- Preparation of monthly reports to the Board and Finance Committee
- Provision of monthly financial reports to the College Leadership Team and other Budget Holders
- Preparation of the Annual Financial Reports
- Liaison with auditors in the Interim and Year End Audits

Budgeting

- Oversee the preparation of the annual College Budget and its subsequent review and update, including preparation of Budget files for all budget holders for budget submissions, working files and final budget allocations
- Preparation of Forecasts against the Budget as required by the Business Manager

Other

- Responsibility for ensuring statutory obligations (PAYG, BAS, superannuation, GST, FBT, School Census, etc) are compiled and lodged on time and in accordance with legislative requirements
- Assist in the renewal of annual College insurance policies, including collection and provision of information required for the renewal process, and administration of insurance claims
- Oversee College loan and banking facilities
- Review and approval of fortnightly payroll
- In conjunction with the Business Manager, designing, developing and implementing Administrative and Accounting Procedures for the College
- Providing leave absence support for the Business Manager role

Any other reasonable duties as directed by leadership

KEY RELATIONSHIPS

Internal:

- Business Manager (line management)
- Principal
- College Leadership Team
- Finance team
- Teaching and other General Staff



External

- Contractors and suppliers
- Bankers, Auditors, Insurers, Funding bodies
- Parents/Caregivers

WORK HEALTH AND SAFETY

This role is deemed to be a Worker under the [Work Health and Safety Act 2012 \(SA\)](#). As a Worker, while at work the Finance Manager must:

- Take reasonable care for their own health and safety
- Take reasonable care that their actions or omissions do not adversely affect the health and safety of other persons
- Comply, so far as the worker is reasonably able, with any reasonable instruction given by the College
- Assist in the support of a safe workplace by reporting hazards, incidents, accidents and potential risk
- Co-operate with any reasonable policy or procedure of the College relating to health or safety at the workplace that has been notified to workers

PROFESSIONAL STANDARDS

- Be actively and continuously involved in the cycle of reflective practice and professional growth
- Work collaboratively as a member of the educational team to ensure the best possible outcomes for the students
- Attend staff meetings

GENERAL

A staff member at Pedare will:

- Maintain confidentiality in regard to College and staff issues
- Contribute to the development of a strong and positive learning community and staff culture
- Display appropriate conduct when in public and at out-of-school functions
- Attend official College functions, meetings and events as required
- Adhere to College policies and procedures
- Contribute to staff devotions and worship events through attendance and involvement
- Show collegiate support of management and other staff

Professional Development:

Develop in conjunction with the Business Manager, a Professional Growth Plan to review strengths, development areas and an action plan.



SKILLS, QUALIFICATIONS & EXPERIENCE

- Ideally CA or CPA qualified
- Highly developed financial management experience
- Eligible to obtain, prior to commencement, and maintain a valid South Australian Working with Children Check (WWCC) clearance and Responding to Risks of Harm, Abuse & Neglect (Education Care) Certificate
- Provide copies of Academic Transcripts and Degrees, Diplomas, Certificates relevant to the area of specialisation

Leadership

- Takes inclusive, thorough and immediate action with all enquiries
- Looks beyond the initial enquiry to provide answers to other possible scenarios
- Inspires and motivates other colleagues to deliver best practice outcomes
- Refers complex matters to a higher level decision making colleague
- Demonstrates appropriate behaviours which reflect a commitment to the values and vision of the College

Customer Service

- Develops an understanding of stakeholder requirements through the use of open ended questions, reflective responding and active listening
- Follows up on all requests from stakeholders to provide a high level of service
- All follow up is commenced or completed with the stakeholder within a reasonable period from the initial request
- Builds positive relationships with all stakeholders
- Uses integrity, confidentiality and courtesy when communicating with stakeholders

Results Focused

- Has an understanding of current work objectives and performance measures
- Meets the expectations of the role in all KRAs
- Sets own goals and meets/reviews those goals regularly
- Prioritises workload and adapts working methods to achieve work objectives
- Has the drive to achieve the best outcome for the College

Continuous Improvement

- Follows the current College Strategic Plan and the College Vision as it applies to the role
- Seeks clarification where required, of the role and its duties and how they fit within the scope of the Plan/Vision
- Checks for the accuracy and validity of information to minimise risks
- Offers ideas or advice to help resolve situations

Communication

- Presents verbal, written and electronic information in a clear and concise manner
- Ensures information is provided to the relevant employee, parent, student or other stakeholder within the approved time frame
- Participates in team discussions and contributes to the knowledge base
- Supports others and works collaboratively towards common team outcomes



REQUIRED

- Strong analytical skills and attention to detail and a lateral approach to problem solving
- Proficiency in Microsoft Excel and high level numeracy skills
- High level planning and organisational skills with the ability to prioritise completing demands, meet deadlines, and be systematic to complete multiple tasks efficiently
- Interpersonal skills that reflect a welcoming atmosphere, friendly disposition, and helpful nature
- Outstanding customer service and a demonstrated commitment to work in partnership with students, staff and families
- Commitment to the Values of Pedare
- The ability to manage information and correspondence with confidentiality, discretion and diplomacy
- A proven track record in building positive relationships with a range of people
- An ability to both independently and in a team environment and to be supportive of others
- A growth mindset and commitment to continuous improvement
- Knowledge of WHS principles and their application in the workplace
- Ability to utilise computer software systems competently and accurately, including the Microsoft Office Suite
- Ability to be proactive and use initiative
- Be commercially astute and forward thinking



HOW TO APPLY

Applications should be addressed to Bernie Dyer and Andrew Reed. Please visit henderconsulting.com.au to apply.

For a confidential discussion, please call (08) 8100 8827.

Please Note

Your application will be automatically acknowledged by a return email.