

POSITION DESCRIPTION

Head of Finance and Services

POSITION	Head of Finance and Services
RESPONSIBLE TO	Principal Director of Business Services
CLASSIFICATION	Education Support Employee – Category A
EMPLOYMENT TERMS	<ul style="list-style-type: none"> • Employment is in accordance with terms and conditions as outlined in the Victorian Catholic Education Multi-Employer Agreement (VCEMEA 2018) • Remuneration is in accordance with the VCEMEA 2018 and dependent on skills and experience
PREPARED BY	Principal and Director of Business Services
ISSUE: 02	DATE: August 2022

All staff members of Siena College are expected to support and promote the College mission. Siena College, a Catholic secondary school in the Dominican tradition, engages young women in a challenging education that empowers them with the personal resources to make a difference in the world, by searching for truth through a culture of lifelong learning.

The College has a universal expectation for the protection of the young women in its care and is committed to ensuring that all staff promote the inherent dignity and fundamental right of students to be respected and nurtured in a safe school environment. This commitment is drawn from and inherent to the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel. The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously, and responds in line with the organisation’s policies and procedures.

The Finance Team provides company accounting services to ensure the College meets all financial, reporting and compliance obligations. In a busy and dynamic environment, the Finance Team provides professional and friendly support to staff, parents, suppliers and stakeholders.

Reporting to the Director of Business Services, the Head of Finance and Services is a key role within the College and is responsible for managing the Finance Team. Additional responsibilities include the preparation of all management financial reports, oversight of the Maintenance Team and the administration of contract services.

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The Head of Finance and Services pursues best practice in the fields of Finance and Business Administration, and actively seeks opportunities for innovation and leading continuous improvement across the College.

1. Financial Management and Reporting

- a. Lead and actively develop the Finance Team and Finance functions of the College
- b. Pursue best practice in the fields of Finance and Business Administration, and actively seek opportunities for innovation and leading continuous improvement across the College
- c. Preparation of monthly financial reports for stakeholders, including but not limited to profit & loss, balance sheet, debtors reporting and capital expenditure reporting
- d. Lead the external auditors in the completion of the annual interim and year-end audits conducted at the College. Ensure all internal controls are adhered to and maintained and implement recommendations for improvement as put forward by the external auditors
- e. Preparation of the annual budget, including the collection of all required information necessary to ensure accurate financial forecasting
- f. Monitor monthly budgeted expenditure versus actual expenditure and follow up where necessary with Department Heads
- g. Preparation and submission of the Annual Financial Statement (AFS), Statutory Accounts and Dominican Education Australia (DEA) quarterly reporting requirements
- h. Maintain the Financial Forecast Model and update key stakeholders regarding any material changes to financial forecasts
- i. Manage and support the Accounts Payable and Payroll functions to ensure the timely processing of all transactions and up-to-date record keeping.
- j. Preparation and submission of the quarterly ABS surveys – Capital and Labour Statistics
- k. Oversee correct application and treatment of GST along with the completion of the BAS and FBT returns
- l. Preparation and presentation of reports to the College Board as required

2. Contracts and Services

- a. In collaboration with the Property Manager, maintain oversight of the Maintenance and Facilities service contracts
 - b. Administration of Colleges insurance policies and management of claims / potential
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claims

- c. In conjunction with the Director of Business Services, conduct regular reviews of current contracted services to ensure they meet the changing needs of College operations and where necessary, initiate tender processes

3. General Ledger

- a. Develop a thorough understanding of the College administration software package and maintain its operation in conjunction with IT support
- b. Prepare monthly reconciliations and distribute to Departmental Heads and Users of information as required
- c. Oversee the maintenance of the College Fixed Asset Register, including regular audit of assets and their condition

4. Accounts Receivable

- a. Oversee and support the Accounts Receivable function
- b. Conduct continued regular follow up and management of the collection of school fee accounts including liaising with families and engagement of collection agencies where appropriate
- c. Conduct regular reviews of Accounts Receivable processes with a view to increasing efficiency and improving the College overall fee collection rate
- d. Oversee the communication, application and processing of families eligible for fee assistance, including liaising with Edstart where appropriate

5. Governance Responsibilities

- a. Report to the Finance Committee, including the delivery of relevant financial reports at monthly Finance Committee meetings (after hours)
- b. In conjunction with the Director of Business Services, liaise with the Chair of the Finance Committee to finalise meeting agendas and ensure the smooth running of the monthly Finance Committee meetings
- c. In conjunction with the Director of Business Services, monitor College funding / borrowing needs to support the College Masterplan and capital expenditure requirements over the short, medium and long-term
- d. Act as a bank signatory on College disbursements
- e. Monitor cashflow and maximise investment returns via Term Deposits with the CDF
- f. Other duties as directed by the Principal and Director of Business Services

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6. General accountabilities for all Staff

- a. Demonstrate duty of care to students in relation to their wellbeing
- b. Be well informed and comply with College obligations in relation to Child Safe Standards and processes for reporting suspected abuse
- c. Adhere to the College professional dress code for staff
- d. Attend all relevant staff meetings, assemblies, College Masses, community days and staff professional learning days
- e. Demonstrate professional and collegial relationships with colleagues
- f. Commit to and actively support the College agenda for continuous improvement through participation in school improvement planning as required
- g. Demonstrate alignment and support for the Catholic and Dominican ethos of the College
- h. Support the Mission, Vision and Values of the College as articulated in the Strategic Plan
- i. Be familiar with and comply with all College policies and procedures

7. Key Criteria

- a. Business or Accounting Degree
- b. 3 – 5 years' experience in a finance team or audit environment
- c. CPA/CA qualified or studying
- d. Excellent Microsoft Office skills
- e. Strong communication skills
- f. Flexible and collaborative work style
- g. Ambitious and innovative
- h. Demonstrate duty of care to students in relation to their physical and mental wellbeing

8. Professional Learning

Attend relevant Professional Learning sessions including:

- Catholic Education Business Administrator meetings
- CPA/CA professional development



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- Synergetic software training
- Other training as appropriate