



## EMPLOYMENT OPPORTUNITY

*Currently available*

### FINANCE MANAGER

Toongabbie Christian College is a Kindergarten to Year 12 co-educational College in the western suburbs of Sydney. The College is a ministry of Toongabbie Baptist Church. Our purpose is to function as a Christian community in supporting families by providing quality education to develop the whole person in a Christ-centred, caring environment for life and eternity.

Toongabbie Christian College seeks to appoint a **Finance Manager** who will:

- Maintain a commitment to a faithful walk with the Lord Jesus Christ
- Demonstrate ongoing commitment to the College's Purpose and Purpose Statements
- Commit to a growing understanding of the place of education, teaching and learning from a Biblical Worldview
- Set an example to students, staff and parents/carers in matters of faith and conduct

#### The Role

- This is a permanent full time position
- The position is fully site based
- Commencement date: ASAP/To be negotiated
- Remuneration: \$114 000 – \$130 000 (pending experience) plus superannuation
- Entitlements as per the NSW Christian Schools General Staff MEA

#### Specific criteria

- Bachelor's degree relevant to the role
- CA or CPA a requirement
- Strong technology skills
- Strong knowledge of payroll

#### Application documentation must include:

- **ONLY APPLICANTS ELIGIBLE TO WORK IN AUSTRALIA MAY APPLY FOR THIS POSITION**
- Completed and signed Toongabbie Christian College General Staff Employment Application form: [www.tcc.nsw.edu.au](http://www.tcc.nsw.edu.au)
- CV to demonstrate suitability for the position, including qualifications, relevant experience, current position responsibilities and employment history
- Current Working With Children Check (Employment) or an ability to obtain such a check
- Evidence of a First Aid credential or a commitment to obtain such a credential by the commencement date

#### Application process

- Submit application via email only to [employment@tcc.nsw.edu.au](mailto:employment@tcc.nsw.edu.au)
- Indicate in subject line the following: Application: Finance Manager
- All documentation submitted as a single PDF document
- Only complete applications will be considered
- Specific enquiries regarding this position may be addressed to Mr Jaime Frialde, Business Manager (02) 8863 2952 or [bm@tcc.nsw.edu.au](mailto:bm@tcc.nsw.edu.au)
- Closing date: This position does not have a closing date and will close when a suitable candidate is found

#### Selection process

- Interviews for this position occur upon receipt of applications

The College, as a Safe School Organisation, actively promotes the safety and wellbeing of all children. We are committed to protecting children from abuse or harm, in accordance with our legal and ethical obligations including Child Safe Standards. All applicants need to have a current Working with Children Check or be eligible to obtain a WWCC by the time employment commences.

# ROLE DESCRIPTION

## FINANCE MANAGER

### 1. PURPOSE OF THIS ROLE

The Finance Manager provides support to the Business Manager delivering financial and accounting services to all relevant stakeholders ensuring that the College delivers on its commitment to a quality teaching and learning program. In collaboration with the Business Manager the Finance Manager will provide relevant financial information to the Executive and the Board of Directors to enable them to fulfil their compliance and reporting responsibilities. The Finance Manager will be responsible for the day-to-day running of the College's finance functions with a specific focus on accounts receivable and payroll ensuring that the staff performing those functions understand their roles and responsibilities.

### 2. REPORTING RELATIONSHIPS

- Reports to \_\_\_\_\_ Principal
- Direct report \_\_\_\_\_ Business Manager\*
- This position \_\_\_\_\_ Finance Manager
- Reports \_\_\_\_\_ Accountant (Accounts Receivable)  
Payroll Officer  
Canteen Supervisor  
Uniform Shop Supervisor
- Non-reporting relationships \_\_\_\_\_ Deputy Principal Primary  
Deputy Principal Secondary  
Deputy Principal Teaching and Learning  
ICT Operations Manager  
Head of Development  
Executive Secretary  
Office Manager  
Facilities Manager

\*The Business Manager reports to the Principal

### 3. PERSON AND PROFESSIONAL ATTRIBUTES

- Excellent interpersonal skills demonstrating the ability to interact, liaise effectively and establish positive working relationships while being warm and friendly.
- Ability to lead and manage in a collaborative team environment displaying skills to be decisive and directional when required.
- Show care, compassion, fairness and engagement with people in a respectful manner.
- Demonstrate excellent time management and organisational skills.
- Model accuracy and practice relevant to the role.
- Communicate clearly and confidently, both written and speaking.
- Acts with integrity, confidentiality and honesty.
- Display a positive attitude, resilience and regulation.
- Enthusiastic with personal drive.
- Conscientious and professional.
- Reliable and accountable.
- Maintain confidentiality.
- Calm and focussed when under pressure.
- Committed to flexibility and adaptability.

- Attention to detail.

#### 4. RESPONSIBILITIES

##### **Demonstrated commitment to:**

- Maintain a commitment to a faithful walk with the Lord Jesus Christ.
- Demonstrate ongoing commitment to the College's Purpose and Purpose Statements.
- Set an example to students, staff and parents/carers in matters of faith and conduct.
- Demonstrate a growing understanding of the place of education, teaching and learning within a Biblical Worldview.

##### **Professional Responsibilities**

##### • **Financial Accounting and Reporting**

- Ensure that the College's financial system is accurately maintained.
- Monitor the budget all year round, advising the Business Manager where revisions or changes required to maintain financial best practice and viability.
- Monitor, analyse, forecast all budget lines and investigate any variances arising including cash flows and the balance sheet.
- Support preparation of the annual financial statements and preparation for the external audit.
- Engage, advise and assist the Business Manager in regards to financial decisions.
- Oversee financial transactions and the business components, including stock management and stock take of OOSH, Canteen and Uniform Shop.
- Prepare reports and update all budget line holders quarterly in regards to their respective budget lines.
- Oversee financial transactions and the business components, including stock management and stock take of OOSH, Canteen and Uniform Shop.
- Prepare monthly reports for OOSH, Canteen and Uniform Shop.
- Assist the Business Manager in the preparation of month and year-end information.
- Assist the Business Manager preparing quarterly reports for the Finance Committee and College Board.

##### • **Financial Administration**

- Complete the annual WGEA report.
- Support the Business Manager with the completion of the annual Insurance Questionnaire.
- Monitor funds received through online system and creating journals to credit the correct nominal codes accordingly.
- Oversee petty cash.
- Develop, monitor and maintain accounting policies and procedures.
- Authorise Purchase Orders through XERO.

##### • **Financial Compliance**

- Ensure relevant accounting standards and regulations are adhered to.
- Ensure financial compliance in line with statutory requirements in conjunction with the Business Manager.
- Engage in risk management exercises and controls to ensure financial compliance.

##### • **Financial Planning**

- Support the Business Manager in the preparation of the annual budget including determining annual tuition fees.
  - Take a proactive role in budget setting, forecasts, benchmarking and reporting in collaboration with the Business Manager.
  - Engage with the Principal and Business Manager to provide advice in regards to strategic financial planning, future enrolment planning and infrastructure development.
- **Resources and Assets Management**
    - Oversee the maintenance of College's asset register meeting audit requirements.
    - Ensure the accurate and timely recording of asset purchases and related depreciation.
- **Accounts Receivable Management**
    - Oversee invoicing on a termly basis at the commencement of each term.
    - Oversee all inquiries relating to invoicing to ensure a timely response if received electronically and face to face engagement with parents/carers in regards to invoicing.
    - Provide backup support to the billing process when required.
    - Manage the process of fee rebates applications and renewal applications in consultation with the Business Manager.
    - Oversee accurate recordkeeping and communication regarding the fee rebate process.
    - Oversee debtor management including collection of tuition fees to ensure minimising the loss of income as a result of bad and doubtful debts.
    - Oversee identifying and liaising proactively and effectively with doubtful debtors.
    - Consult with the Business Manager to ensure the billing structure, tuition fee collection and managing debtors are reviewed on a regular basis to ensure efficiency.
    - Ensure collecting of OOSH fees and the monitoring of OOSH debtors ensures minimising the loss of income as a result of bad and doubtful debts.
- **Payroll Management**
    - Oversee the preparation and processing of an accurate and timely fortnightly payroll, PAYG, superannuation and other staff entitlements meeting statutory requirements.
    - Provide backup support to the College's Payroll Officer and act as Payroll Officer when required.
    - Ensure information management with HR functions to ensure an accurate payroll.
- **General**
    - Involvement with collegial activities and co-curricular activities, as required.
    - Attend compliance sessions as directed by the Principal.
    - Form part and attend meetings of the Finance Committee and WHS Committee.
    - Act as secretary for the Finance Committee.
    - Attend professional learning activities as applicable to the role and/or as required.
    - Act as Business Manager when needed.
    - Support Uniform Shop and Canteen staff.

## 5. AGREEMENT

This role description is intended to describe the general nature and responsibility of work in this role. These statements are not constructed as an exhaustive list of all duties, tasks and skills required for this role. This role description should be read in conjunction with the employee's current conditions of employment and the provisions of the current NSW Christian Schools General Staff Multi-Enterprise Agreement.

Employees will also be required to follow any other role-related instructions and College policies, and to perform other role-related duties requested by the Line Manager (Business Manager) to support the College's compliance with legislative obligations.

The Line Manager (Business Manager) may, in consultation with the employee, vary the responsibilities of the position as required, but within the skills and responsibility levels appropriate to the position.

This position will undergo an annual performance review.