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**POSITION DETAILS:**

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<b>Position Title:</b>	<b>Finance Manager</b>
<b>Group:</b>	Finance
<b>Supervisor:</b>	<b>Headmaster</b>
<b>Direct Reports:</b>	Administrative Officer - Fees & Payroll Accounts Officer Tuckshop & Coffee Shop Manager Retail Shop Manager
<b>Classification:</b>	Salary
<b>Date of Last Review:</b>	March 2023

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**PRIMARY ROLE/PURPOSE:**

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The Finance Manager will assume day to day responsibility for the administration and management of St Paul's School's financial affairs. The purpose of the position is summarised as follows:

- To effectively manage the finance functions of the School as determined by the Headmaster;
- To assist in the development of goals and objectives for the effective financial management of the School which are consistent with and supportive of the current Strategic Plan endorsed by School Council. This includes reporting on and regular review of these goals;
- To assist in the development of six-year financial and business plans for the School;
- To assist with the effective management of business and commercial operations of the School which relate to and rely on the work of the Finance Department.

The position will work with the Senior Leadership Team to realise the School's vision and key educational and finance objectives. The position will also include the provision of high level research, administrative support and strategic policy advice to the Headmaster and the School Council.

This position also acts as Secretary to the St Paul's School Council, Finance Committee, and Scholarship, Building, Library (SBL) Committee.

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## **KEY ACCOUNTABILITIES:**

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### **Financial Management**

- Undertake or participate in investigations, studies and research on business opportunities/projects of relevance to the current or future operation of the School, as requested by the Headmaster;
- In consultation with the Headmaster, manage the annual Budget process including liaison with School business units/departments and other stakeholders;
- Undertake ongoing development and implementation of budget systems and controls;
- Maintain a rolling six-year financial plan including consideration of capital expenditure;
- Prepare monthly financial statements and reports for the School, including Balance Sheet, Profit & Loss and Cash Flows, and associated analysis and comments/explanations about major variations from budget;
- Assist with internal audits where applicable;
- Establish system controls for new financial systems and develop procedures to improve existing systems;
- Prepare external audit materials and annual Financial Statements, and liaise with the School's appointed auditors to ensure a smooth audit process;
- Oversee the development, implementation and maintenance of all existing and any new accounting, timekeeping, payroll and/or inventory systems, and related procedures and controls;
- Undertake any required reporting to the Anglican Schools Commission; and liaise with that body as necessary in matters relating to the Diocese, Commonwealth Government and Queensland State Government, with particular reference to applications for Capital and Recurrent grants and reporting on such;
- Manage the School's cash flows to ensure funds are available when required for payroll, accounts payable (including payments for building projects), loan repayments and any other cash movements; and maximising the School's interest on credit funds.

### **Operational Responsibilities**

- Supervise the team responsible for invoicing, receipting, payroll and creditors;
- Prepare and/or supervise regular accurate GL account reconciliations, including reconciliation of the School's bank and loan accounts;
- Supervise maintenance of the Fixed Assets Register;
- Maintain register of Grants;
- Maintain Chart of Accounts;
- Check all payments before approving bank transfers;
- Approve purchase orders and forward to suppliers;
- Supervise the Commercial Debtor Ledger;
- Administer International Tour Accounts, including raising of invoices, allocating GL codes to the tours and following up outstanding payments with the International Services Officer;
- Process credit card purchases as appropriate;
- Maintain general and student accident insurance, answer associated queries and process claim paperwork;
- Oversee insurances and, when required by the Headmaster, any legal claims and associated requirements;
- Oversee the follow up of bad debtors as far as possible and refer all serious cases to the Headmaster;
- Oversee the Retail Shop, Tuckshop and Coffee Shop operations, and provide guidance to those Managers as required;
- Assist with ensuring all supervised staff observe and comply with Workplace Health and Safety requirements.

## **Payroll Management**

- Monitor the workload of the Administrative Officer – Fees & Payroll, and when their workload and competing priorities are such that they are unable to undertake the payroll function, take responsibility for the accurate production of the School's monthly payroll, including but not limited to:
  - Maintain accurate employee payroll records, including permanent pay records;
  - Ensure payroll deductions are accurate;
  - Approve staff leave forms for inclusion in the payroll, and monitor leave balances to ensure staff are not exceeding their entitlements;
  - Review timesheets and enter to payroll;
  - Update Enterprise Agreement, incremental and other pay rates as appropriate;
  - Update permanent pays at the start of the year and other times as applicable, to reflect revised workloads and allocation of costs to the appropriate cost centres;
  - Process end of year adjustments including annual leave for non-teaching term-time staff and adjustments where teaching or term-time staff have taken unpaid leave during the year;
  - Process termination pays where appropriate, including checking leave balances to ensure entitlements have not been exceeded, and paying out unused leave where applicable;
  - Undertake payroll related reconciliations;
  - Process monthly superannuation and PAYG remittances in a timely manner;
  - Assist employees with payroll enquiries;
  - Comply with all relevant statutory obligations;
- Maintain accurate knowledge of relevant Enterprise Agreement;
- Undertake the payroll checking process where the payroll has been prepared by the Administrative Officer – Fees & Payroll;
- Prepare annual Term-Time Non-Teaching employee workload correspondence after consulting the relevant supervisors;
- Prepare annual Promotional Position correspondence after consulting with the timetabling area.

## **Risk Management**

- Prepare or assist with compliance reports as required.

## **Statutory Compliance**

- Prepare monthly Business Activity Statements (BAS) and related payment of tax;
- Prepare annual Fringe Benefits Tax Return and related payment of tax;
- Prepare annual Workcover acquittal;
- Prepare Commonwealth and State Government returns in the areas relating to the financial (recurrent and capital) operations of the School, including the Commonwealth Financial Questionnaire; and prepare the Staffing section of the Commonwealth Census and review the State and Commonwealth Census returns for accuracy before they are submitted;
- Lodge monthly and annual Solar Power Station returns on the REC Registry;
- Lodge annual Australian Charities and Not-For-Profits Commission (ACNC) reports;
- Complete Australian Bureau of Statistics (ABS) Surveys as required.

## **Secretary of the St Paul's School Council**

As Secretary of St Paul's School Council, the Finance Manager must fulfil the obligations imposed by the School Council Charter, Canon law and any relevant Corporations Law. Without limiting these obligations, these responsibilities include:

- To act as Chief Administrative Officer of St Paul's School, ie. St Paul's School Council Secretary, Office Manager, Public Officer etc.;
- To be conversant with the provisions of the laws and regulations relevant to the School and specifically the responsibilities of the position;
- To supervise the preparation and filing of the statutory returns required of the School including any Diocesan requirements;
- To be familiar with the content of St Paul's School's Charter;
- to prepare and issue notices for all meetings of the School Council and the Finance and SBL Committees including the preparation of an agenda and papers for use at such meetings;
- to attend all meetings of School Council, Finance Committee and SBL Committee, prepare minutes and advise on points of procedure;
- To exercise control of St Paul's School's financial and treasury operations;
- To be responsible for financial risk management, including insurance coverage;
- To carry out the instructions of the School Council and to convey these instructions to other persons concerned;
- Provide direction to the Risk & Compliance Officer regarding Council administrative matters such as organising catering, setting up room, filing etc.

### **Other**

- Engage in continuing professional development in areas relevant to the position;
- Create, implement and maintain policies and procedures for the Finance section in the form of a Finance Handbook;
- Review and improve Policies and Procedures on a regular basis to ensure the service provided by the Finance section is maintained at the highest standard;
- Additional duties as allocated by the Headmaster.

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**KEY SELECTION CRITERIA:**

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**Qualifications and Experience**

- A degree qualification relating to the field of Finance or Business is required. CA/CPA qualifications will be well regarded. Post graduate qualifications in those fields would be well regarded;
- Experience using The Alpha School System (TASS) would be an advantage;
- Experience working in a School setting would be an advantage.

**Essential Skills and Requirements**

- Demonstrated finance and business experience, preferably in an educational setting;
- The capacity to manage operations in a manner that contributes to the development of the School within a risk management framework;
- Excellent interpersonal and conflict resolution skills which foster and support the values of the School;
- A creative attitude to innovation in the workplace;
- Proven ability to analyse and plan, consult, and lead small work teams;
- Proven capacity to meet deadlines;
- A high level of organisational and interpersonal skills;
- A high level of communication, written and verbal skills;
- ICT proficiency;
- A service ethic;
- Ability to work effectively with minimal explicit direction and supervision;
- High level of professional standards and conduct;
- Willing support for the Anglican Ethos of the School;
- Possession of a current Blue Card (Working with Children Check by Blue Card Services). This is non-negotiable. The successful candidate must have a current Blue Card before commencing work at the School;
- Agree to undergo a Criminal History/Police Check conducted by the School;
- Agree to be checked against the Anglican Church's National Professional Standards Register;
- **Must be an Australian resident and eligible to work in Australia.**

**Criminal History Checks**

- The School will conduct a Criminal History/Police Check on the successful applicant;
- The offer of this position is subject to the successful outcome of the Police Check and the possession of a current Blue Card (Working with Children Check by Blue Card Services);
- Should the Police Check or Blue Card reveal a negative outcome, this position will be immediately withdrawn.

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**AUTHORISATION:**

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I hereby agree that this Position Description accurately reflects work requirements.

**Headmaster**

Paul Browning

Name

Signature

Date

**Finance Manager**

Name

Signature

Date

## ATTACHMENT – ST PAUL’S SCHOOL

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### ETHOS STATEMENT

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**The School’s Purpose is** “to prepare resilient, global citizens, who are innovative thinkers, with a heart for servant leadership.”

**The School’s Vision is** “Transforming educational thinking and practice.”

**The School’s Values are:**

By **Faith** and by **Learning** we strive to grow in **Community** with God and each other, valuing each person and celebrating individual excellence.

**We value Faith believing where:**

- Each person is a unique creation of a loving, redeeming God and able to be empowered and sustained by the Holy Spirit through the teaching and life of Jesus Christ.
- Each person can have a relationship with God, through Jesus Christ, demonstrated by modeling one’s life on Christ, serving others and participating in the traditions and practice of the Anglican Church.

**We value Learning where:**

- Students are encouraged and supported as they strive to reach their intellectual, creative, physical, social, moral, emotional, and spiritual potential in a balanced and disciplined way.
- Students fully explore a range of topics, themes and concepts which have relevance, real-world application and a focus towards the future.
- A variety of student dispositions to learning are fostered through our Realms of Thinking Framework which are embedded from PP-12 across all Learning Areas.

**We value Community where:**

- Students, staff, and families support the aims, purpose, and mission of the School and serve one another using their God-given gifts.
- Students, staff, and families grow together in faith and learning, promoting love, justice and mercy - at home, at School and in the wider world.
- Students remain connected to the St Paul’s community when they graduate, through a vibrant Past Students’ Association.

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## **SCHOOL EXPECTATIONS**

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All employees are bound by the requirements of the School's policies and procedures as they apply from time to time, and are expected to act with integrity, and in a way that demonstrates a proper concern for the public interest expressed with a framework of a Christian educational organisation.

As such, employees at St Paul's School are expected to embrace the following statements.

As well as comply with all federal and State legislation as they apply from time to time as well as any relevant Canon Laws or Diocesan policies.

Much of the information gleaned by employees during the course of their duties is confidential and should be treated as such. Employees shall not use confidential information to gain advantage for themselves, their related persons or for any other person or body, in ways which are inconsistent with their obligation to act impartially. Nor should such information be used improperly and cause harm or detriment to any person, body, or the School.

Proof of qualifications as well as a disclosure on any matter which may affect your employment in this position will also be required prior to commencement.

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## **LEADERSHIP EXPECTATIONS**

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"If a leader's actions are driven by service and dedication to a cause or a relationship then they are a servant leader."

Leadership at St Paul's is based on the philosophy of individual and School "wholeness", collaboration, teamwork and transparent decision-making. The model of leadership reflects the values central to St Paul's School, that of Faith, Learning and Community.

Leadership Principles underpinning the Leadership at St Paul's:

- St Paul's School leadership structure is **student-centred** and reflects our agreed values of Faith, Community and Learning.
- The leadership structure is **learning-centred** for both students and staff, providing opportunities for open and transparent communication and decision-making.
- Collaborative leadership based on teams enabling of ideas to be brought forward by anyone through a variety of formal and informal routes (everyone's voice deserves to be heard).
- Education of the whole person in which the intellectual, spiritual, emotional and physical development are all-important and integrated.
- The importance of creating an environment which encourages high academic achievements at senior levels by ensuring appropriate methodologies and subject content.
- The concept of St Paul's School as a single whole School, made up of three Sub-Schools each with some degree of autonomy whilst sharing many common elements.

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## **ANGLICAN SCHOOLS COMMISSION - STATEMENT OF COMMITMENT**

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Anglican Schools and Education & Care Services are committed to providing environments where children and young people receive the highest standard of care, where their rights are supported, and they have the opportunity to thrive and be fruitful. Such environments nurture and safeguard the intelligence, dignity, safety and wellbeing of each child or young person, by placing them at the centre of thought, values and actions.

As reflected in our Ethos, our vocation is education, driven by a vision of humanity, shaped by the image of God made visible in Jesus, present in every human being.

- Every child: made in the image and likeness of God
- Every child: loveable and loved, unique and unrepeatable
- Outstanding education for the flourishing of people and the good of community

Our faith is lived. We are hospitable and welcoming communities, who embody compassion, kindness, fairness, justice and love, and where exceptional pastoral care is practised.

Working and serving the best interests of children and young people is in everyone's best interest. This is achieved through sustaining living and learning environments that are safe, supportive and stimulating. Specifically, we:

- place emphasis on genuine engagement with children and young people;
- create conditions that reduce the likelihood of harm to children and young people;
- create conditions that increase the likelihood of identifying harm; and
- respond to any concerns, disclosures, allegations or suspicions.

This commitment is sought to be consistently reflected through the decisions and behaviour of all persons within the School or Service, who are guided by effective governance, policies, tools and processes. This fosters a child safe culture, where acting in children and young people's best interests is at the heart of what we do.