

Position description

Position:	Finance Officer
Work area:	Finance
Classification:	Clerical and Administration Staff
Employment type:	Full-time (5 days per week) – part time may be considered
Commencement date:	February 2023

OUR SCHOOL

Moama Anglican Grammar is an independent, co-educational, Anglican school offering classes from Kindergarten to Year 12. The School commenced operation in 2005 and operates under the NSW Education System. The School is divided into Primary (K-6) and Secondary (7-12) with a current enrolment of 660 students.

Moama Anglican grammar has a permanent staff of around 100 and engages casual staff in a variety of contexts.

Moama is a twin town with Echuca, situated on the Murray River North East of Melbourne on the NSW/Victorian border. Both sides of the border are experiencing rapid growth.

The School provides a comprehensive and balanced program which caters for the academic, cultural, emotional, sporting and spiritual needs of each child in its care.

Our mission is to provide a safe and inspiring educational environment that provides students with the skills and confidence to help create their future

Our values are Compassion, Respect and Integrity.

PURPOSE

The Finance Officer's overriding responsibility is to ensure that the School's financial processes operate effectively and efficiently to support the educational objectives of the School, and to ensure budget control is maintained. This "hands on role" is also responsible for the fortnightly payroll, providing analytical and business advice and support in the area of budgeting, financial management reporting and analysis, funding, forecasting, financial compliance and statutory financial reporting.

REPORTS TO:

The role directly reports to the Business Manager. Daily liaison occurs with a variety of internal stakeholders including but not limited to Principal, other senior staff, Officer Manager, Accounts Officer and teaching staff.

TENURE:

This position is ongoing.

SALARY AND CONDITIONS:

Salary and conditions are determined by the Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2021 and will be commensurate with expectations of the position and the qualifications and experience of the successful applicant.

HOURS OF WORK:

The Finance Officer is required to work 38 hours per week between Monday and Friday. Work out of usual hours may be required to attend special functions and events. In addition to 4 weeks of paid annual leave, additional unpaid leave may be available subject to mutual agreement between the School and the successful applicant.

KEY RESPONSIBILITIES:

The following responsibilities are not exhaustive, nor necessarily in order of priority, but are indicative of the range and nature of the role.

Financial Operations and Reporting

- Ensure timely and accurate processing in the areas of payroll, accounts receivable, accounts payable and general ledger, at all times maintaining strong internal control
- Oversee and participate in the preparation of management reports and annual statutory accounts, supported by an appropriate general ledger structure and reconciliation processes
- Assist the Business Manager in the preparation of the annual operational, capital expenditure and cashflow budget
- Prepare accurate and timely management reports including, balance sheet, profit and loss and cash flow reports
- Oversee taxation compliance and administration (GST, BAS, FBT), including timely completion of returns
- Lodgement of finance related government returns such as Financial Questionnaire and annual Workcover statements
- Preparation of year-end workpapers and liaise with the Business Manager and School's Auditors in preparation of statutory accounts
- Authorise purchase orders as per delegations policy
- Maintain asset register and oversee annual asset review

Process Improvement

- Ongoing review of systems and processes to drive efficiencies in the production of financial deliverables
- Contribute as Finance representative to projects that will arise from time to time across the School
- Assist with acquittals and reports to the Association of Independent Schools and other funding bodies;
- Review Workcover, insurance, bus subsidies annually

Financial Oversight

- Attend the Finance Committee meeting, including preparation of minutes
- Assist with the annual insurance renewal
- Oversee process and stock levels for the School's Uniform Shop;

Other

- Manage relationship with Salary Packaging provider;
- Key liaison person with Workcover insurer, in relation to claims management
- Provide support and guidance to Accounts Officer
- Play a lead support role in the development and delivery of financial training to the leadership staff across the School;
- Provide a customer focussed support service to all staff and assist with other administrative or financial duties as directed;
- Maintain an up to date technical knowledge and awareness of relevant developments in the education sector

Risk Management, Health & Safety

- Ensure familiarity and compliance with the School's Child Safe Policy, Code of Conduct and procedures
- Take reasonable care for your own health, safety and wellbeing and take reasonable care to ensure that your acts or omissions do not adversely affect the health, safety and wellbeing of others;
- Actively participate in a working environment supporting quality human resource management practices including employment equity, anti-discrimination, workplace health and safety and ethical behaviour; and
- Other duties as negotiated by the Business Manager or Principal.

KEY SELECTION CRITERIA:

- Knowledge of Australian Accounting Standards and the preparation of General-Purpose Financial statements.
- Excellent accounting and financial management skills, with demonstrated expertise in payroll and employment agreement interpretation, receivables, payables, general ledger and financial reporting.
- An organised approach to work, attention to detail and ability to report financial matters in a succinct, clear way.
- Understanding of GST, FBT and other relevant taxation legislation. Knowledge of these in a school/not for profit environment would be highly regarded.
- Ability to work autonomously, prioritise workflows and demonstrated capacity to meet deadlines.
- Demonstrated skills in developing financial budgets, ensuring an appropriate level of consultation with departments/faculties management to ensure accountabilities are agreed and understood.
- Proven financial analytical skills with the ability to collate and analyse data using financial information systems, identify issues, assess options, and prepare reports that lead to improved utilisation of resources.
- Excellent written and verbal communication, including the ability to develop productive working relationships across a range of stakeholders.
- Strong computing skills (excel, word) and knowledge of database programs (the School uses PC School).
- Ability to actively participate in a working environment supporting quality human resource management practices including employment equity, anti-discrimination, occupational health and safety, and ethical behaviour.

DESIRABLE:

A tertiary qualification in accounting/commerce or business management is highly desirable; Membership with an accredited professional body, such as CPA Australia highly regarded, but not required.

OTHER REQUIREMENTS:

- Be an ambassador for the School, supporting its professional standards in all areas
- A strong sense of corporate and personal loyalty and a keen work ethic
- Support for the School's Christian ethos and values.

CHILD PROTECTION ISSUES:

The School recognises its legal and moral obligations with respect to the protection of children and has instituted the following procedures in relation to staff who are in direct contact with students.

- Applicants selected for interview are advised that any offer of employment will be subject to satisfactory clearance by the Office of the Children's Guardian.
- Before an applicant is offered a position the interviewer makes contact with the applicant's referees
- Following a satisfactory referee check the applicant is offered the position subject to:
 - a) Completing and returning the working with children checks
 - b) A satisfactory outcome being obtained by the School
- If the applicant's screening check is unsatisfactory the School will notify the applicant and the Child protection authority.

Please note that it is an offence to apply for a position working with children if you are a prohibited person within the meaning of the Child protection legislation.

APPLICATION DETAILS

Your written application must include: a cover letter, details of current and previous experience, a section specifically addressing the Key Selection Criteria, a copy of your academic transcript (if applicable) and the names of three professional referees.

By mail (or hand delivered):

Confidential
To the Business Manager
Mrs Suzanna Barry
Moama Anglican Grammar
PO Box 786
MOAMA NSW 2731

Or by email to:

recruitment@moamagrammar.nsw.edu.au

With the heading: ***Confidential to the Business Manager***

Applications close on **Saturday 4 February, 2023.**

Suzanna Barry
Business Manager
January 2023