Position Information Document

|  |  |
| --- | --- |
|  |  |
| **POSITION TITLE** | School Finance Officer |
| **ESO GRADE** | Grade 5 or 6 depending on experience and qualifications |
| **ESO STREAM** | Administration and Finance |
| **EMPLOYMENT TYPE** | Replacement Terms 1-3 2025  15/01/25-26/09/25 |
| **HOURS PER WEEK** | 30-35 |
| **WEEKS PER YEAR** | 42-45 |

**Key Working Relationships**

* Principal
* Leadership team
* School Board / Finance Committee
* Teaching and non-teaching employees
* Parents/caregivers, students, and other members of the school and broader community
* Visitors, external parties /stakeholders, local industries and partnerships, contractors

**Broad Purpose**

Under the supervision of the Principal (or delegate), the position of School Finance Manager is significant to the functioning of the school community. The position requires a wide range of high level and varied business/financial skills to assist the Principal, CESA Finance, leadership, board, staff and other members of the school community and visitors, to deliver an efficient and responsive customer focused service to provide support across the school.

# DUTY STATEMENT

Duties include, but not limited to:

**Leadership**

* Work in close collaboration with the Principal, Leadership team and School Board in planning for School Development
* Support the Principal in fulfilling all statutory and legal requirements relating to finance and business
* Provide annual and long term plans in relation to the business management of the school
* Ensure workable structures are in place to achieve efficient business management of school
* Support Principal in the overall management of the school
* Ability to maintain a high level of confidentiality

**Finance**

* Develop annual school budget in conjunction with Principal and Finance Committee.
* Prepare monthly financial reports for the School, School’s sub committees and Catholic Education.
* Ensure compliance with ATO legislative obligations including BAS, Superannuation, FBT and PAYG preparation
* Supervise, approve and process all accounts payable and accounts receivable
* Develop proposed annual school fees schedule in conjunction with Principal, School Finance Committee and CESA.
* Monitor fee collection and negotiate with parents regarding fees, in accordance with school policy
* Undertake month end reconciliation, roll over, financial reporting and analysis
* Liaise with auditors to ensure accuracy and authenticity of financial records
* Prepare government funding submissions as required
* Prepare financial reports and accountability returns as required by various bodies

**Payroll**

* Responsible for the preparation, processing and payment of staff salaries, and all record keeping in relation to the payment of staff and ensure that the payroll is correct and accurate
* Arrange for the appropriate authorisation of payment of salaries, PAYG and superannuation
* Ensure staff finance records are up to date and maintained through regular review and monitoring
* Submit claim for the reimbursement of staff costs as appropriate (LSL, Parenting leave, sick leave etc) to the CEO.

**Future Planning and Development**

* Work in close consultation with Principal, Leadership team and School Board on the overall planning and development of new or upgrading of existing facilities
* Monitor the schools ten-year financial plan in conjunction with Principal, CEO and School Finance Committee

**Capital Works/Facilities Management**

* Monitor, assess and review contractual obligations for outsourced services, eg plumbing, electrical work etc, and small building projects
* Direct and supervise grounds and maintenance contractors
* Liaise with key contractors in regard to Master Building Plan, to ensure all future requirements of Administration and Curriculum needs are met, paying particular attention to the viable funding of such facilities in relation to the Budget Financial Plan (BFP)
* Develop maintenance plan for facilities and ensure that the schedule is adhered to
* Ensure Schools assets register is maintained
* Attend capital development/site meetings
* Oversee modifications and upgrades to the computer hardware and software, in consultation with IT Consultant and Principal

**Staff**

* Work collaboratively with the Admin Staff.

**Other duties**

* Undertake other duties as directed by the Principal

# PERSON SPECIFICATION

* Ability to demonstrate practical support for the Catholic ethos
* Interpersonal and communication skills
* Organised and flexible
* Welcoming demeanour
* Ability to develop positive relationships in a team situation
* Ability to work without direct supervision and use initiative
* Ability to prioritise workload and meet deadlines
* Ability to maintain a high level of confidentiality
* Skills in administering the business and financial affairs of the school
* Formal qualifications in accounting and strong business acumen an advantage

# SPECIFIC REQUIREMENTS

* Accountancy / Business Administration qualifications (or studying towards)
* Undertake approved Mandatory Notification training.
* Hold a valid Working with Children Clearance and screening to work in Catholic Education SA
* Hold an approved First Aid certificate.
* Ongoing professional development in contemporary financial and accounting principles, standards and practices
* The School Finance Manager is an ex-officio member of the Finance Committee of the School Board and requires additional hours to be worked, including some out of hours work from time to time

# WORK HEALTH AND SAFETY

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012.

As a Worker, while at work you must:

* take reasonable care for your own health and safety
* take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
* comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
* cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers

Reference: Division 4, Section 28 WHS Act 2012

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.