



Position Information Document

Director of Finance

POSITION DETAILS

Name:	<name>
Responsible to:	Principal
Line manager:	Business Manager
Hours per week:	37.5 8:00am – 4:00pm Monday to Friday with a 30-minute (unpaid) lunch break each day. Some out of hours work is required.
Weeks per year:	48 weeks + pro-rata 4 weeks annual leave
Lunch:	30 minutes

CONTEXT

Mount Carmel College is a Catholic co-educational school from Reception to Year 12 in the Josephite tradition. Mount Carmel College includes a primary campus, secondary campus and the Western Technical College.

Mission and Vision

The Gospel values of 'Caritas et Dignitas' (Love & Dignity) reflect our heritage as a Catholic school in the Josephite tradition. They are the foundation of Mount Carmel College.

The Vision and Mission of Mount Carmel College is to serve its community by providing a quality, contemporary Catholic education. The legacy of the Josephite tradition enriches the College as it works to meet the needs of the times. At the heart of our mission is a diverse learning community where relationships are grounded in Gospel values, individuals feel they belong and all are encouraged to celebrate their personal excellence.

Our Core Values are *Belonging, Diversity, Excellence* and *Relationship*.
We empower hearts and minds to flourish.

KEY WORKING RELATIONSHIPS

The incumbent is responsible to the Principal and has key working relationships with:

- Principal
- Accountant, Payroll and Finance Officers.
- Deputy Principal, Head of Campus (Primary)
- Staff
- Students and parents
- Mount Carmel College Board and Finance Committee
- Catholic Education Office, especially Finance staff
- Contractors and the wider community

ROLE CONTEXT

The position of Director of Finance at Mount Carmel College is a senior position requiring high levels of leadership in order to provide stewardship of the financial, human and physical resources of the College.

The Director of Finance is responsible for managing the organisation's financial and accounting operations. The Director of Finance will be focused on the financial side of the business as well as compliance and reporting.

As a Spiritual /Cultural Leader the Director of Finance will, along with the Principal and other staff:

- Promote, develop and protect the College and Catholic Education vision, ethos and operational tradition in every aspect of College life
- Create a climate of care for all in our College family
- Model Gospel values
- Encourage the development of social conscience which looks particularly to protecting the weak and marginalised in the community
- Give priority to faith education and its expression in prayer and liturgy
- Support the Josephite formation of staff, students and parents/guardians
- Ensure that College business policy and practice nurture respect for diversity in all its forms
- Promote a sense of collaboration with, and belonging to, both local and international church

CONDITIONS OF EMPLOYMENT

- Four weeks per year Annual Leave, to be negotiated at a mutually agreeable time.
- Commensurate with the role and salary, some out of hours work will be required.

KEY AREAS OF RESPONSIBILITY

General Leadership

- Participate and contribute as an integral member of the College Leadership Team, sharing, supporting and taking responsibility for its key priority of advancing the College
- Providing leadership by prioritising the provision of guidance and direction in the financial management of the College

- Be familiar with, and responsive to, government regulations and legislation, and administer Federal, State and Local Government legal requirements
- Maintain and ensure safe custody of personnel and financial records of the College
- Compile, interpret and provide advice on data relating to the financial and business functions of the College

Human Resource

- Line Manager for Accountant, Payroll & Finance Officers including mentoring, staff development, support and effective collaboration amongst the Education Support Officers for whom you are a line manager.
- Ensure effective two-way communication with staff, involving people appropriately in planning and decision making, and drawing upon their expertise and experience
- Oversee the College payroll, including superannuation

Financial Leadership

- Manage and direct the financial operations of the College on a day-to-day basis
- Ensure effective and accurate accounting processes and controls are established and maintained for all financial operations of the College
- Working closely with the Business Manager to deliver reports, analyse findings, potential risk areas and forecast opportunities
- Managing the financial reporting aspects of Board and Finance Committee reporting
- Attend Finance Committee meetings
- Attend Board meetings as required, and in the absence of the Business Manager
- Preparation of timely and accurate financial statements and annual reports
- Lead the financial management of the Western Technical College (WTC) including, through working with the WTC Director, financial administration and strategic financial direction and planning
- Organise internal audit procedures, compile financial data for audit trials and required data for the annual audit
- Obtain competitive quotations for major equipment needs and overview school purchases
- Have full oversight of the scholarship and fee remission processes. Provided timely information to the Principal of any family seeking or in need of fee assistance.
- Ensure required financial data is submitted as required to relevant authorities
- Backup for major finance functions
- Administer all College matters relating to insurance

Work Health and Safety (WHS) Coordinator

The WHS Coordinator role provides a responsive and professional service for the College. The position undertakes planning, design and administration functions related to WHS and Return to Work (RTW) activities.

Duties include, but are not limited to:

- Provide an effective WHS service within the context of the legislative requirements, applicable to the role to ensure the school's obligations are met.
- In collaboration with the Principal (or delegate) and Catholic Safety & Injury Management South Australia (CSaIM SA) Consultants, lead the development and maintenance of best practice WHS culture and practice.
- Ensure that all staff, contractors, and volunteers, are appropriately inducted/trained to use designated places, materials and equipment safely within the school.

- Manage the Salt training platform regarding up-to-date users list, allocation to the appropriate training programs, reminding users of training with imminent due dates and follow-up of those users who have missed training due dates. Provide reports and follow-up to ensure compliance of mandatory WHS training requirements.
- Where applicable, make training arrangements for staff to fulfil mandatory WHS requirements eg first aid, CPR training and maintain records accordingly.
- Undertake WHS risk assessments, audits and inspections on a regular basis, and as required, assist in the investigation of hazards, incidents, injuries or near misses and liaise as required to ensure corrective action appropriate to the situation occurs. Ensure that relevant WHS registers and records are maintained.
- Maintain databases as identified and provide information and reports to the Principal (or delegate) and WHS Committee to demonstrate compliance with all legislated reporting and recording requirements.
- Provide guidance and advice to enable maintenance and preventive maintenance of facilities to be undertaken to manage and mitigate WHS risks.
- Oversee the appropriate Workplace Health and Safety practices in the College as dictated by statutory requirements
- Ensure that contractors attending the school have required clearances, licenses and insurance for the work they are undertaking.
- Consult with colleagues on WHS issues providing advice as appropriate in response to queries from staff, contractors and volunteers.
- Maintain currency of WHS legislative obligations and access expert WHS as required to manage and resolve WHS and RTW matters.
- Encourage all staff to be pro-active in the implementation of early interventions systems and reporting of incidents.
- Complete all WHS and RTW administrative tasks accurately and on time including record keeping
- WHS Committee meetings – Chair meetings, prepare agenda, take notes and circulate, and provide timely and accurate reports as requested.
- Assist with staff inductions and provide general administrative support, as required.
- Remain current with professional practice, WHS and RTW legislation and contemporary WHS trends, and in conjunction with school leadership, implement initiatives to reflect a pro-active and supportive WHS culture
- Positively participate in required training, professional development and performance reviews.

Other duties

- Deputise for the Business Manager when required
- Other duties as required by the Principal.

PERSON SPECIFICATIONS

The College's Director of Finance will be extensively experienced in the above roles and will have a demonstrated commitment to the Catholic faith and the Josephite ethos of the College. The position further requires the person to:

- Committed to and live out the Catholic and Josephite values of the College
- A person of outstanding character and be able to model and inspire others to uphold the school's vision, mission and values
- A person with outstanding communication and relational skills and the ability to relate to, and respond effectively to, the needs of staff, students, families and other key stakeholders, particularly in light of the large diversity within our community
- Demonstrate effective communication in all dealings with those internal and external community members
- A person who works collaboratively and will role-model best practice

- Empathetic to the complex needs of adolescents
- Committed to the ongoing development of contemporary practices
- Able and willing to work with colleagues to create a collaborative environment
- Have proven successful experience in accounting and business disciplines
- Have a strong and proven record of successful leadership
- A sound knowledge and understanding of business models for contemporary schools and school strategic financial planning
- The ability to think strategically and plan and organise effectively
- Ability to ensure high levels of confidentiality are maintained
- Ability to adhere to strict deadlines as required by the position
- The ability to develop and sustain effective working relationships and teamwork in an organisational setting
- Ability to develop and lead projects to meet the identified business needs of the College
- Flexibility, adaptability in the face of competing demands and time constraints
- Have the capacity to build internal and external relationships and advance the business profile of the College
- Possess superior communication, inter-personal and organisational skills
- Have appropriate business and financial acumen to lead and manage all financial aspects of the College
- Have a strong belief in the need to offer best practice and quality service to the College community

SPECIFIC REQUIREMENTS & CONDITIONS

- Formal qualifications are required in the disciplines of Business Management and Accountancy
- Some extra hours and flexibility around hours will be required around Board and Finance Committee meetings, special events in the life of the College eg Open Day, special masses and celebrations.
- High degree of trust and minimal supervision

Qualifications and Training – possess or willing to obtain, and must be maintained:

- Working With Children Check and clearance to work in Catholic Education SA
- Approved Responding to Abuse and Neglect training with an Education and Care focus
- Specified First Aid Certificate

WORK HEALTH & SAFETY

WHS Officer

This role is an officer, who is a person who makes, or helps make a decision which affects either the whole or a major part of a business or undertaking. If a person has the capacity to significantly affect the financial standing of the organisation, they are recognised as an officer.

Officers for a person conducting a business or undertaking (PCBU) have a specific duty to exercise due diligence to ensure they meet their own WHS obligations. Furthermore, they have to be proactive in ensuring the PCBU complies with their duties under the WHS Act. They are responsible for actively fulfilling the duty and should not assume that someone else has taken care of health and safety outcomes.

Workers

This role is also 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 27 and 28 WHS Act 2012.

In addition, all employees are required to:

- Be familiar with and understand Mount Carmel College's WHS policies
- Report all hazards, incidents, accidents when witnessed, in accordance with Mount Carmel College's WHS policies and procedures
- Complete WHS education and training modules as required
- Use correctly any equipment provided for health or safety purposes.

PERFORMANCE REVIEW

The employee must undertake performance review and/or appraisal as required by the Principal

INDICATIVE DUTIES

This Position Information Document has been designed to indicate the general nature and level of work performed by the successful applicant and is not a comprehensive listing of all responsibilities, task and outcomes.

This PID date: October 2024