

ASSISTANT FINANCE MANAGER

POSITION DESCRIPTION



Reporting to:	Finance Manager
Status:	Ongoing
Employment:	Full time (5 weeks paid annual leave)
Salary:	General Staff Level 6
Location:	Mt Ridley Campus
Prepared:	January 2022

Position Context

Hume Anglican Grammar is a dual campus co-educational Anglican Diocesan School offering education from Prep to Year 12 in the Northern growth corridor of Melbourne. We aim to provide our students with an education that prepares them for the challenges of life, equips them to contribute to the community in an environment based on Christian values and at a cost affordable to as many families as possible.

Hume Anglican Grammar has an open enrolment policy so educates children from many faiths and with a diverse range of backgrounds and abilities. It has a strong sense of inclusivity and a community-minded focus.

In 2019, the School opened its second campus on an 8-hectare site on Donnybrook Road, 10kms and 10 minutes from the Mt Ridley campus. Commencing with junior primary, each year additional classes and year levels will be added so the campus will have an enrolment of 1,300 from Prep to Year 12. Next year the School will open a third primary campus on site at Kalkallo with an ultimate enrolment at capacity of some 600 students.

This year, the school is expected to have a total enrolment of over 1,935 students (Mt Ridley 1,345, Donnybrook 480 and 110 Kalkallo students accommodated at Donnybrook) and employs some 210 staff - 150 teaching and 60 non-teaching.

The school is on a growth trajectory and in 2023 is expected to enrol over 2,250 students (Mt Ridley 1,400, Donnybrook 650 and Kalkallo 200). It will ultimately have some 3,350 students on the three campuses. with plans for further expansion.

Purpose of the Position

The primary purpose of this position is to lead, mentor and support the finance team, manage the end-to-end accounting function to month end trial balance stage, and maintain the General Ledger system.

The Assistant Finance Manager upholds a high level of integrity and trust and undertakes all duties in accordance with School policies and procedures. They will promote a culture of mutual respect, encouragement, equity and process improvement and work with others in a professional, ethical, and co-operative manner, ensuring the School is presented in a positive and welcoming manner.

With proven experience in leading a finance team, along with a tertiary qualification in accounting, the Assistant Finance Manager will ensure the School's financial reporting system is accurately maintained, whilst promoting the School's philosophy, policies and procedures.

The Assistant Finance Manager has a sound working knowledge of general accounting standards as well as bookkeeping processes. They attend work-related professional development activities, particularly in relation to accounting changes and Synergetic system requirements and maintain a network of other professionals to keep abreast of best practice.

The Assistant Finance Manager is part of the Administrative Staff and works collaboratively in a team environment to support and enrich their collective responsibilities.

The Assistant Finance Manager has five direct reports, being two members of the Accounts Receivable team, the Accounts Payable Officer, Payroll and Personnel Officer and Finance and Officer, and reports to the Finance Manager.

Nature of the Position

The Assistant Finance Manager will commence at the Mt Ridley campus. In the future there may be the requirement to perform part or all of this role at other locations.

Responsibilities and Duties

Financial Accounting and Management Reporting:

- Leading the finance team to ensure smooth and timely operation of financial services.
- Managing the month-end finance process to trial balance stage through the co-ordination of inputs from other team members, processing end of month journals and preparing all balance sheet account reconciliations, including accruals and prepayments for review by the Finance Manager.
- Assisting with the annual WorkCover reconciliation, FBT, BAS and other compliance as required
- Administering and maintaining all facets of the General Ledger system; including but not limited to, system setup and annual roll forward, maintenance of chart of accounts and overall structure of the system.
- Maintaining a current and accurate register of all bank accounts and ensuring accuracy of bank reconciliations and credit card statements
- Contributing to the development and maintenance of the school's administrative systems and procedures to ensure efficiency and effectiveness.
- Promoting the effective and efficient management and administration of Hume Anglican Grammar by providing administrative support where needed

Accounts Payable and Receivable:

- Overseeing operations of the accounts payable and receivable functions
- Managing the Accounts Receivable team to ensure debtor collection rates are maintained and communicating, both by telephone and in person, with families where appropriate
- Overseeing and reviewing invoicing processes
- Debtor analysis and reporting as required.

Payroll:

- Overseeing operations of the payroll function to ensure smooth and timely operation.
- Maintaining reconciliations of the payroll system salaries and wages, PAYG tax, superannuation and deduction balances, and all other key general ledger control accounts.

Additional Duties:

- Operating as a member of the Administration team in supporting their mission
- Ongoing review of processes and systems to bring improvement and efficiency.
- Any other duties as directed by the Principal or their delegate.

Qualifications, Skills and Experience:

Essential

- Accounting qualification
- Proven experience leading a similar size finance team in a fast-paced environment.
- Sound experience working with a general ledger system.
- Sound knowledge of general accounting and bookkeeping concepts
- Demonstrated experience in a similar role requiring solid accounting skills and preparation of month-end to trial balance stage ready to be reviewed by senior management.
- A sound level of technological literacy in a business environment including but not limited to the Microsoft Office Suite
- Broad exposure to a number of different accounting software packages
- Advanced knowledge and highly proficient in Microsoft Excel
- Support for the educational culture and Christian/Anglican ethos of the School.
- Current Working with Children Check

Desirable

- Experience using Synergetic Management Systems
- Exposure to the practical application of the Australian Privacy Principles (APPs)
- Experience in an education setting
- Involvement in professional communities

Personal Qualities

Essential

- Personal sense of initiative, enthusiasm and high energy
- A true leader with excellent communication and interpersonal skills to build strong relationships within and outside the finance team.
- Good investigative, problem-solving and analytical skills
- Self-disciplined and the ability to work autonomously.
- A resourceful team member who is able to operate in a collaborative and inclusive manner.
- High standards and striving to improve their own practice and to make efficiencies in the school setting, and the ability to receive and respond to constructive feedback.
- Commitment to professional learning and continuous improvement
- The highest level of loyalty and discretion, and the capacity to maintain the strictest levels of confidentiality.
- Intuitive and proactive approach to the facilitation of and improvement to the School's payroll and accounting processes

Desirable

- Demonstrated interest in ongoing personal professional development.

Key Selection Criteria

1. Possess a high level of leadership skills including the ability to provide direction, mentoring and support to a team working in a highly visible area requiring high quality and accurate results, often within tight timeframes.
2. Demonstrated experience in a similar role requiring solid accounting skills and preparation of month-end to trial balance stage ready to be reviewed by senior management.
3. Excellent organisational skills, planning capabilities, and the ability and operate under pressure to balance the demands of competing projects to meet strict deadline.