



Finance Manager

POSITION DESCRIPTION

VALUES AT IPSWICH GRAMMARSCHOOL

Our school motto is Labore Et Honore – By this we mean that we will achieve success by working hard and behaving honourably. Ipswich Grammar School prides itself on the three core values of Belonging, Honour and Resilience. The School is committed to ensuring exceptional outcomes for our boys in academic achievements, artistic development and sporting endeavours.

POSITION PURPOSE

Reporting to the Business Manager, the Finance Manager is responsible for the leadership of a team of finance professionals, to ensure best commercial practice and to contribute to the strategic direction of the School. The Finance Manager plays a vital role in the leadership of financial operations across the School.

KEY RESPONSIBILITIES

Leadership

You are expected to:

- Strategically lead the financial management and operations of the school and collaborate with the executive leadership team to ensure that financial sustainability and governance arrangements are implemented to meet performance targets;
- Provide advice and assurance to the Business Manager, the Headmaster and the Board in regards to financial controls and risk to ensure there is compliance with the financial reporting requirements of a Statutory Authority in accordance with the Financial Accountability Act;
- Ensure the school meets all financial targets and delivers on revenue targets through strategically leading budget planning and the development of monitoring methodologies and frameworks that will allow managers to match fiscal responsibility to operational activity and outcomes;

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- Lead the annual audit process;
- Build and maintain an effective and cohesive finance team that drives financial performance and support services within the school, with a focus on financial performance and sustainability, high quality student-centered outcomes and delivery of the Ipswich Grammar School's Strategic Plan;
- Cultivate and maintain professional working partnerships with relevant internal and external stakeholders, including the Department of Education, Queensland Treasury Corporate, Independent Schools Queensland and the Queensland Audit Office as required to ensure that identified outcomes are realized; and
- Function effectively as a part of the Ipswich Grammar School Business Management Team to work strategically and collaboratively with all disciplines across the organization.

Financial Management

You are expected to:

- Maintain a functional and appropriate chart of accounts and process all journal entries and adjustments required;
- Prepare timely and accurate monthly financial statements supported by schedules reconciled to the general ledger;
- Review end-of-month results and reports, analyse variances and initiate appropriate action as required;
- Provide monthly expenditure summaries to all department heads responsible for a budget area;
- Maintain an accurate asset register, initiating regular reconciliations where appropriate and taking a leading role in the formal revaluation of land and buildings in conjunction with the Facilities Manager;
- Reconcile all capital expenditure against allocated budgets, updating the asset register and associated depreciation;
- Provide advice and guidance with faculty budgets to various individuals and groups within the School community (including P&F Association support groups);
- Prepare month-end reports for submission to the Board and the Audit, Finance & Risk Committee;
- Compile, reconcile and submit the annual Financial Questionnaire return to Government;
- Ensure the monthly preparation and submission of the Business Activity Statement return to the ATO;
- Supervise daily accounts receivable and accounts payable processing prepare, reconcile, analyse and provide a full set of annotated annual accounts for review with the Business Manager prior to the commencement of the formal external audit;
- Address any findings tabled by the external auditors as part of their review and/or closing meeting;
- Compile accurate and comprehensive budget submission schedules, in association with the Business Manager, for submission to the Audit, Finance & Risk Committee and the Board of Trustees;
- Post-budget approval, advise all departments of budget allocations and upload approved budgets into ERP. Ensure effective performance of the School's finance operation through exemplary



financial modelling and efficient systems and processes, while complying with the relevant statutory requirements;

- Prepare and present monthly financial reports to the Audit, Finance and Risk Committee and Board of Trustees;
- Lead the development and analysis of the School's 5 year financial forecast and annual budget;
- Manage cash balances and forecast requirements to ensure the school's liquidity;
- Prepare various financial reports, including annual financial statements as required by the Business Manager;
- Implement appropriate risk management strategies based on the finance risk register;
- Undertake other projects as discussed with Business Manager and Headmaster/CEO.

Asset and System Stewardship

You are expected to:

- Establish and maintain appropriate internal controls safeguards
- Ensure that asset register maintained are current reflecting additions/disposals by reviewing fixed assets reconciliations
- Review contractor insurance to ensure required level of insurance is maintained
- Liaise with Business Manager and provide updated asset schedules to ensure all active assets are insured
- Audit systems and procedures
- Ensure controls are in place to manage the school's assets

QUALIFICATIONS AND EXPERIENCE

- Relevant tertiary qualifications in commerce or accounting including CA/CPA qualifications
- A minimum of 10 years' commercial experience
- Highly motivated with a proactive approach
- Proven experience and results in effectively leading a team of professionals
- Demonstrate knowledge of statutory compliance reporting
- Ability to liaise professionally and confidently with staff, trustees, students, parents and various external stakeholders, such as government bodies, Australian Taxation Office and suppliers.
- Highly developed communication and interpersonal skills.
- Advanced computer skills including proficiency in Microsoft Office and financial systems.



KEY SELECTION CRITERIA

Core Competencies	Details
Business Acumen	Strong commercial skills and understands, applies general business management principles and practices.
Teamwork	Works co-operatively with others to achieve organisational goals and strategies.
Communication	Communicates (verbal and written) and interacts effectively with others in a wide range of situations. Attains positive outcomes through influencing skills.
Openness to Change	Adapts and works effectively in a changing environment.
Analysis and Decision Making	Secures a variety of written information and identifies key issues and relationships. Takes or recommends a course of action.
Continuous Performance Improvement	Finds creative and new solutions and manages the change process, helps the school move towards an enhanced competitive position.
Results Focus	Demonstrates motivation and perseverance with plans to achieve outcomes and meet deadlines.
Developing Relationships	Builds effective relationships to achieve business goals and mutually beneficial outcomes. Builds trust with staff and stakeholders.
Planning/ Organisational Skills (Multi-tasking)	Highly effective organisational, planning and time management skill. Plans actions to accomplish goals systematically, including establishing timeframes, allocates resources, and follows up on details.
Learning and Development	Demonstrates commitment to ongoing learning and growth in both personal and professional capacities.
Problem Solving	Generates solutions to problems by systematically breaking them down into component parts.
Staff management	<p>Play a key role in the development of a results orientated culture with a focus on efficient work practices and appropriate staffing levels that fosters accountability and that challenges, supports, develops and rewards employees to perform at their very best.</p> <p>Ensure the finance team is adequately organised to support the business and deliver upon its objectives. Develop and encourage staff to investigate and trial alternative innovative approaches to work, work place issues, systems and problems.</p> <p>Actively develop staff and develop credible succession plans.</p>
School Life	Proven capacity to be fully engaged in the life of a school



As a condition of employment all staff are required to hold a valid Blue Card or the ability to successfully obtain one.

All employees recognise and accept that multi skilling is an essential component of the School and all employees may be required from time to time to undertake duties that are outside their normal position description but within their skills, competency and capability.