



Pittwater House

POSITION DESCRIPTION

TITLE:	Finance Manager
WORKING PATTERN:	4 or 5 days a week
REPORTS TO:	Principal via Business Manager
COMMENCEMENT:	June/July 2024

POSITION OVERVIEW:

Liaises with:	Business Manager Executive Team Human Resources Administration/IT Teaching Staff Creditors Debtors External Payroll Provider
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PHILOSOPHY:

The care of and interest in the individual student is one of the most important aspects that differentiates Pittwater House from other education institutions. Differentiating between the sexes and maximising the pedagogical needs of each gender is a core aim of Pittwater House Schooling.

Providing the students with an academic, relevant, global, 21st century educational experience that encourages the use of technology and critical thinking skills is central to the Pittwater House service.

Honesty and integrity are the first of the Pittwater House Core Values and need to be reflected in staff attitude towards all areas of the School. Confidentiality of records and information, both personal and corporate, is of paramount importance. In all dealings with parents, students, staff and members of the public your approach needs to reflect the high standard and reputation of the School and your actions need to be in accordance with relevant laws.

The Role

The Finance Manager position will assist the Business Manager with managing the financial functions of the school. This includes the preparation and analysis of monthly management reports, assistance with yearly preparation of the budget, co-ordinating yearly Audit, daily cash management. Supervision of Accounts Payable, Accounts Receivable and Payroll (externally managed).

Conditions of Employment

The terms and conditions of employment are according to the *Independent Schools NSW (Support and Operational Staff) Multi Enterprise Agreement 2021*. This position is classified as a Level 4.2 Administrator plus an Over-Award payment.

Hours of Duty

This position is established as a full-time position. The hours will be five days per week from 8.00 am to 4.00 pm with a 30-minute unpaid break for lunch and a 10-minute break in the morning.

This role works across the full school year.



The Finance Manager is responsible, via the Business Manager, for the following:

- Preparation and analysis of Monthly Management reports including assistance with preparation of Board reports.
- Daily and Monthly cash flow forecasting and reporting.
- Manage the Yearly Audit program and prepare Annual reports.
- Supervision of Assistant Finance Manager, Accounts Payable and Accounts Receivable functions.
- Supervision and review of fortnightly Payroll (prepared by third party provider) to ensure payments are as per the Multi-Enterprise Agreement (MEA).
- Assistance and collaboration with the Business Manager on the yearly budget.
- Working with Business Manager on escalated collection issues.
- Development and implementation of financial policies and procedures

The skills and requirements of this position are:

- Bachelors' degree in Finance, Accounting, or related field.
- CA or CPA designation.
- 5+ years' experience in a financial management position.
- Experience managing a Finance team.
- Experience managing Payroll and working with employees under an MEA or similar.
- Ability to present scenarios and outcomes to management.
- Able to work on multiple projects simultaneously.
- Clear and effective verbal communication skills.
- Ability to work with minimal supervision and to show appropriate initiative.
- Demonstrated creative and critical thinking skills.

Desirable

- Good experience with Microsoft Office packages including Excel.
- Demonstrated experience in working with databases
- Experience working in a school Business office highly regarded.

This role will be further developed to utilise the individual strengths and initiatives of the incumbent. There will be a review of the role on an annual basis.

Pittwater House is a child safe environment. Our School actively promotes the safety and wellbeing of all students, and all School staff are committed to protecting students from abuse or harm, in accordance with their legal and ethical obligations including child safe standards. All staff are required to obtain and maintain Working with Children Check clearance.

Workplace, Health and Safety is the responsibility of all employees. All employees must perform duties in accordance with the Work Health and Safety Act and the workplace, health and safety requirements of Pittwater House.

Pittwater House is committed to being an equitable and inclusive workplace.