



Melbourne Archdiocese
Catholic Schools



Pre-Employment Information

*Every Student
Every Pathway*



FROM THE PRINCIPAL

Dear Colleague,

Thank you for considering employment at Catholic Regional College Sydenham. We hold the care, safety and wellbeing of our students as a central and fundamental responsibility of our school.

If you would like to join our community and think you can make a positive contribution to the College, I would welcome your application.

Please forward your resume including three (3) referees to:

Principal, Mr Brendan J Watson OAM

jobs@crccs.vic.edu.au

For more information please contact our Executive Deputy Principal, Cat Roberts at the College.

A SNAPSHOT OF OUR SCHOOL

Vision

Catholic Regional College Sydenham endeavors to teach, challenge and transform the world through a Eucharistic community. Recognising that every dream and aspiration must be nurtured, we afford dignity, respect, care and hospitality to foster the revelation of every person's place in the world. Our community maintains a zero tolerance approach to any actions or behaviours that are counter to seeing God in the faces of those we meet each day.

We have faith that each of us is enabled to seek the understanding and skills to realise a hope filled future.

Mission

The Catholic community of Catholic Regional College Sydenham nourishes each person's personal relationship with Christ through fostering a climate that allows for a free response to God's call to faith. Through explicitly teaching, living and celebrating our faith within a living Catholic tradition we build and sustain relationships based on Gospel values, that are life giving and empowering. In an environment that ensures the safety and well being of all in our community, we maintain a zero tolerance of any actions or behaviours counter to this Mission.

The culture and curriculum at the College inspires, enables and educates our community to become lifelong learners who are equipped to thrive in an ever-changing world. Through shared leadership informed by compassion, fairness and justice we engender an understanding of respect for the dignity of all in our community. As a Catholic community, we are committed to working in co-operation and collaboration with each other as well as our parish.



Position Description:

FINANCE MANAGER

Reports to: Business Manager
Classification: Education Support Officer - Category C, Level 5
Conditions: Fulltime, salary and conditions are in accordance with the Victorian Catholic Education Multi Enterprise Agreement 2022

Position Description:

The Finance Manager is a proactive, contributing member of the College and is a senior position within the College's Finance and administration structure. The Finance Manager reports to the Business Manager and will support the Business Manager to ensure the financial viability of the College and the appropriate provision of the resources. Direct reports to the Finance Manager are Accounts Payable, Accounts Receivable and Payroll Officer.

Variations to classification and/or hours worked will be specified in the Letter of Appointment.

Role Specific Duties

Finance

- Manage, supervise, and direct the financial operations of the school on a day-to-day basis, including accounts payable and receivable functions;
- Completing monthly reconciliation of fees;
- Day-to-day management of aged debtors and debt collection processes, including interviews with fee remission appraisals and making recommendations to the Business Manager regarding legal action, while maintaining confidentiality;
- Overseeing and liaising with the staff member responsible for arranging for families requiring uniforms or books to receive these items from the registrar (uniform) and library (books);
- Preparing a fee default list for Business Manager each year;
- Actively following up on the payment of fees including calling families and sending debtors to the debt collection agency;
- Provide Financial reports and deliverables to MACS within MACS timelines,
- Ensure finance systems, policies and procedures meet the school needs, MACS and legislative requirements and are efficient and effective;
- Responsible for the completion of end of month processes, including balance sheet reconciliations, updated financial asset register, journals and trial balance;
- Prepare and submit statutory reports, including but not limited to BAS, GST, FBT, Annual Financial Statements and MACS reporting;
- In consultation with the Business Manager, prepare financial reports to senior leadership and Governing bodies;
- Analysis of performance against budget and regular reporting throughout the year;
- Meeting with staff to organise salary sacrifice arrangements;
- Update and maintain the Asset Register;
- Support with administration and collection of subject levies;
- Meeting regularly with Business Manager and assisting the Business Manager with ad hoc duties as needs arise.

General Ledger

- Reconcile MACS/VCEA grant payments to the general register from bank statement;
- Entering budget figures into once the yearly budget is finalised;
- Monthly preparation and lodgment of BAS return to the ATO;
- Processing long service leave reimbursement applications and payments;
- Being familiar with staff entitlements in relation to various forms of leave;
- Compile cash forecast report;
- Submit all CEM returns as required including government compliance reports and liaise with appropriate staff to collect the required information;
- Oversee the completion of surveys;
- Requisition information from staff and submit survey responses online.

Accounts Payable

Oversee Accounts Payable including:

- The paying of college bills by the appropriate due date;
- The preparation of invoices, matching delivery dockets with order forms and confirming full receipt of goods;
- The coding and processing payments to Synergetic;
- Photocopying, matching to invoices and mailing payments;
- Managing the disbursing payments to the general ledger;
- Setting up accounts with suppliers.

Accounts Receivable

Oversee Accounts Receivable including:

- Charging of debtor fees;
- The processing daily receipts into Accounts receivable;
- The processing and reconciling of credit card and direct debit payments and BPAY;
- Balancing receipting and keeping accurate records for auditors;
- Ensuring that the accounts receivable clerk enters receipts in a manner that gives a clear audit trail;
- Generating school fees and levies (annually) and sending account statements to families;
- Meeting with families requiring fee reduction arrangements;
- Applying for and reconciling government funding for capital works.

Staffing Records

- Ensure that the online staffing return (CEVN) is up to date;
- Ensuring that ICON is up to date;
- Possess knowledge of the current Employment Agreement;
- Preparing staffing returns in March and August.

Provision of Financial Information

- Preparing the Annual Financial Statement (AFS);
- Liaising with auditors/MACS and support the Business Manager to ensure the smooth running of annual external audit;
- process, including preparation and provision of financial data and reports;
- Providing financial information for the MACS/VCEA as required;
- Preparing BAS statements;
- Distributing a monthly statement to all staff responsible for an area budget;
- Collating information for FBT return;
- Maintain relevant and timely knowledge of GST, PAYG, FBT and other taxation issues;
- Preparing wages estimate for annual budget;
- Provide administrative support to teaching staff;
- Complete other financial analysis and forecast reports as requested by the Business Manager;
- Preparing information for finance committee meetings, grants applications;
- Assisting the Principal and Business Manager with preparation of the yearly budget and forecasts.

Insurance and Workcover

- Liaising with the College Insurer/MACS in regard to insurance claims;
- Reviewing insurance requirements annually;
- Completing work cover remuneration statements and forward them at the appropriate times of the year.

Payroll

- Oversee all aspects of the payroll function including leave management, superannuation obligations/reconciliation and salary packaging;
- Management of information update in relation to incremental progressions or appointment increases;
- With the assistance of the HR team, process fortnightly payroll;
- Processing of relevant Taxation and Superannuation payments.

College Businesses

- Responsibility for working with business unit managers to ensure GST planning and compliance;
- Setting yearly budget targets for businesses and with the head of the TTC monitoring these;
- Monitor and report on monthly income, expenditure and sales targets;
- Attend fortnightly TTC meetings;

10. Direction and Supervision

- Demonstrated ability to exercise significant initiative in carrying out duties;
- Demonstrated ability to exercise discretion in carrying out duties;
- Ability to receive general instructions, usually covering only broader technical aspects of the work, although may, on occasion, receive more detailed instructions;
- Commitment to professional development and willingness to undertake training as required to further develop skills;
- Maintain excellent professional communication, verbal and written, and interpersonal skills;
- Maintain advanced skills in Microsoft, in particular Excel; databases, reporting software and general use of ICT;
- Maintain highly developed organisational, problem solving and analytical skills;
- Ability to work with little direct supervision, subject to progress checks usually confined to ensuring that, in broad terms, satisfactory progress is being made;
- Attend College events as required.

Professional Engagement & Development

- Ensure all First Aid Training is up to date at all times during employment;
- Attend all scheduled meetings as required;
- Attend all school assemblies and Masses as required;
- Attend school organised activities relevant to cluster or faculty, as required;
- Have current knowledge of new initiatives in your field of work;
- Commit to ongoing professional development in your field of work;
- Be open to researching areas of interest relevant to directions provided in the school's strategic plan;
- Continue development of ICT skills as technologies evolve;
- Hold a current Working with Children card;
- Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures;
- Abide by the College OH&S policies.

Commitment to Child Safety

- Provide students with a child-safe environment;
- Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety;
- Be familiar with legal obligations relating to child safety (e.g. Mandatory reporting);
- Proactively monitor and support student wellbeing;
- Exercise pastoral care in a manner which reflects school values;
- Implement strategies which promote a healthy and positive learning environment;
- Maintain currency of First Aid, mandatory reporting and anaphylaxis training; and
- Demonstrate duty of care to students as required.

Commitment to Catholic Education

- A demonstrated understanding of the ethos of a Catholic school and its mission;
- A demonstrated understanding of the Church's teachings and the mission of the Church;
- A demonstrated capacity to instil in students a respect for each other in accordance with the teachings of Jesus Christ;
- A capacity to integrate the Church's teachings into all possible aspects of work duties; and
- Attend school liturgical celebrations.

Occupational Health & Safety

- Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures;
- Abide by the College OH&S policies and procedures;
- Abide by the College dress code; and
- Use personal protective equipment where duties recommend or require it.

Professional Conduct & Practice

- Work effectively as part of a team;
- Maintain good oral and written communication skills, including ability to communicate with students, parents and the school community;
- Maintain and consistently demonstrate an understanding of appropriate behaviours when engaging with students, colleagues and the wider community;
- Actively participate in opportunities to develop and enhance leadership qualities;
- Monitor and manage personal motivation, hygiene, professional engagement and general wellbeing;
- Willingly seek to understand and accept policy directives; and
- Willingly engage in any other duties as requested by the Principal or delegate(s).

 Catholic Regional College Sydenham  @sydenhamcrc

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