Mount St Benedict College

Head of Finance – Position Description

Mount St Benedict College is a Catholic, independent, girls' high school in the Good Samaritan tradition, offering holistic education based on Benedictine values of Pax, Hospitality and Stewardship.

Mount St Benedict College is committed to ensuring that every person involved in the College understands the important and specific role they play, both individually and part of the wider community, to ensure that the wellbeing and safety of all children and young people in their care.

POSITION TITLE:	Head of Finance
DEPARTMENT:	Business Services Department
LOCATION:	449D Pennant Hills Road, Pennant Hills NSW 2120
PURPOSE STATEMENT:	The Head of Finance is a member of the Finance Team. The role of the Head of Finance is to assist the Director of Business Services with the day-to-day business and financial functions of the College. The Head of Finance will assist in the overall financial operations, reporting financial conditions, identifying financial requirements and ensuring that appropriate accounting controls are maintained. The Head of Finance will also assist the Director of Business Services with the College's general compliance requirements.
POSITION REPORTS TO:	Director of Business Services
COORDINATES WITH:	• Leadership Team • Finance Team • Canteen Contractor • College Shop Manager • All Staff in the College - Teachers and Support Staff • Parents and Community members
DIRECT REPORTS:	• Accountant: Receivables • Accountant: Payables • Senior Payroll Officer • Accounts Officer
CLASSIFICATION:	Support Staff Level 6 plus over award
STATUS:	Full time, full year
OTHER ALLOWANCES	-

MAJOR ACCOUNTABILITIES:

The following duties are aligned to the **major areas of responsibility** of the Head of Finance:

1. College Accounting:

- Maintain appropriate registers of property, capital assets, and other relevant items, including coordinating annual physical asset inventories.
- Prepare and oversee financial reports for the Director of Business Services.
- Assist with cash management and prepare cash flow reports for presentation to the Finance Sub-Committee.
- Prepare capital expenditure reports for presentation to the Finance Sub-Committee and Building and Grounds Committee.
- Assist with statutory financial reporting requirements.

2. College Budget:

- Participate in the annual budget development process.
- Assist the Director of Business Services in the preparation of operating and capital expenditure budgets.
- Support the effective implementation and monitoring of all College budgets.
- Prepare monthly budget reports for distribution to budget holders and liaise with them to ensure budget expectations are met.
- Monitor expenditure against approved budgets and advise the Director of Business Services of any significant variances.
- Benchmark the College's financial performance and operations against other independent schools through the use of national benchmarking and apply findings to support informed decision-making.

3. Audit and Financial Reporting:

- Assist the Director of Business Services in maintaining accurate financial records and preparing audited financial statements
- Liaise with and support the College's external auditors during the annual audit process
- Assist in the development, implementation, and monitoring of internal financial control procedures
- Prepare accurate and comprehensive annual financial statements in accordance with current accounting standards and policies

4. Compliance:

- Assist the Director of Business Services in monitoring funding arrangements and ensuring compliance with all reporting obligations.
- Prepare State and Commonwealth Government funding acquittals and related submissions.
- Prepare financial accountability statements for specific-purpose funding and grant programs.
- Administer the College's Australian Taxation Office (ATO) obligations, including GST, BAS, and Fringe Benefits Tax (FBT) requirements.
- Assist in maintaining the College's compliance register.
- Support the management of workers compensation, insurance claims, and general insurance matters, including those relating to capital works projects

5. Payroll:

- Provide backup support for payroll processing as required.
- Ensure compliance with all payroll-related statutory requirements.
- Ensure adherence to all applicable Awards, Enterprise Agreements, taxation, superannuation, Workers Compensation Claims, and other relevant legislative requirements
- Maintain accurate payroll records and ensure all payroll processes are conducted in accordance with legislative and College requirements

6. General:

- Drive continuous improvement in financial systems, reporting processes, and business operations.
- Attend professional development and training activities required by the College and actively seek opportunities to enhance professional knowledge and skills.
- Take reasonable care for personal health and safety and for the health and safety of others who may be affected by their actions.
- Actively participate in the life of the College and contribute to its community and objectives, including attending staff meetings, supporting volunteers and work experience students, and participating in College events where appropriate

ESSENTIAL SKILLS / QUALIFICATIONS:
• Appropriate university accounting/business qualification (CA/CPA); • Appropriate experience in industry or education in finance roles; balancing financial and operational obligations; • Exceptional staff management and interpersonal skills with proven experience in leading highly motivated and collaborative teams; • Proven attention to detail and excellent communication skills (both written and verbal) with the ability to deal with a broad range of stakeholders; • A highly motivated attitude to work with the ability to seek out solutions and pro-actively problem solve • A genuine passion and interest in working long-term in an independent school • Commitment to the process of continuous improvement and the management of risk; • Sound IT skills including use of the Microsoft suite and a database system; • Current Working with Children Check (WWCC).
DESIRABLE SKILLS / QUALIFICATIONS:
• Knowledge and experience in educational or not-for-profit entities will be an advantage; • Significant previous experience working as a Finance Manager/Financial Controller in an Independent or Catholic School; • Experience in master planning or oversight of building projects; • Proven ability to work collaboratively with teachers, parents and students; • Experience in risk management and compliance; • Excellent IT skills including use of the Microsoft suite and a School database system; • Current First Aid Certificate, including CPR.

Key Performance Indicators	Description
1. Supporting the College's Catholic Ethos *Demonstrate an integration of faith and behaviour in all areas of College life. Act with love, grace, humility and generosity to all students, staff and families of Mount St Benedict College*	• Actively support, and live out the College's Declaration of Faith, Strategic Plan and Mission Statement; • Reflect an integrated model of Catholic service to all aspects of College life; • Demonstrate an understanding of current organisational, WHS and management practices and a demonstrated working knowledge of good business practices and financial control; • Promote in staff and students a strong commitment to serve others; • Attendance at staff and other meetings as required; • Where appropriate, and as directed by the Principal, interaction with students; • Management of the operation of the Canteen, College Shop and other associated activities.
2. Service *Excellent communication skills, including the ability to liaise with all members of the*	• Provide the highest level of service to all members of the College Community - including students, parents and staff. • Positively promote the College both internally and externally at all times. • Provide patience, care, compassion and discernment, as needed.

community, both internal and external.	• Complete assigned work diligently and promptly and by the most efficient/effective means. • Cheerfully and proficiently greet visitors and facilitate resolution of any complaint • Attend College functions, sometimes out of school hours. • Ensure that the team are committed to and providing quality customer service to both external and internal customers
3. Skills, Knowledge & Application *Demonstrated knowledge and application of the skills required for this position. This includes knowledge and understanding of appropriate content and skills, legislation, policies and procedures.*	• Apply contemporary management skills to ensure that the College community is professionally serviced, and the Principal and Board are kept informed and up to date on all financial and business-related matters; • Be intimately involved in policy development and aware of academic and other educational initiatives and issues that will directly or indirectly impact on the College's finances and financial operations; • Demonstrate high level oral and written communication skills, with an attention to detail and high-level organisational ability; • Prioritise duties, meet deadlines and achieve goals within a complex and multi-focused environment; • Develop and maintain professional relationships with the College community, alumni and external customers; • Demonstrate the ability to meet deadlines; • Demonstrate the skills required to ensure effective communication with parents, students, staff and other community members; • Demonstrate excellent leadership and teamwork skills in interactions with other members of the Finance team.
4. Professional Conduct *Demonstrated adherence to the professional responsibilities of working in an Independent Catholic College and understanding of the need for adherence to the College policies and procedures and the Staff Code of Conduct.*	• Fulfil all requirements of the Mount St Benedict Code of Conduct; • Undertake all duties with loyalty, enthusiasm, diligence and the highest standards of professionalism; • Pursue and encourage excellence in all areas of College life; • Positively promote the College both internally and externally at all times; • Adhere to College policies; • Maintain confidentiality and discretion regarding all College related issues; • Exercise initiative and judgment in complex, confidential situations; • Ability to lead policy implementation, • Follow instructions from supervisors, comply with requests & instructions from the Director of Business Services, Principal and the College Board.
5. Personal & Professional development *Demonstrated experience in and understanding of the need for continuing both personal and professional development*.	• Maintain memberships, networking and involvement in professional associations. • Build and maintain industry relationships • Attend all compulsory professional development provided by the College and as required by the College with outside agencies; • Show commitment to continuous organisational improvement; • Demonstrate commitment to ongoing professional growth & learning and engage in own professional learning.
6. Teamwork & Communication *Demonstrated ability to contribute to a diverse team, or participate as an active member of a team, consistent*	• Demonstrate reliability and effective communication; • Provide clear and timely communication with students, parents, staff and the College Board, where required. • Model a willingness to work positively and collaboratively within a team; • Demonstrate highly effective communication and conflict resolution skills: • Establish and maintain effective communication networks:

with the philosophy and policies of the College.	• Exhibit flexibility within the role to improve productivity, seeking and responding positively to feedback from Director of Business Services, the Principal and peers. • Demonstrate the ability to work as part of a team as well as ability to work independently; • Treat others in a respectful and supportive manner at all times.
7. Administration & Compliance *Through the use of organisational processes, ensure that all administration and documentation requirements are initiated and completed in a professional and timely manner.*	• Lead the College in the maintenance and delivery of its policy and compliance; • Maintain safe working practices at all times; • Comply with WH&S requirements (specifically Section 36 of the Workplace Health & Safety Act) to ensure a safe working environment; • Complete required College documentation within established timeframes; e.g. applications for leave, expense reimbursements, incident forms etc. • Demonstrate knowledge of risk management; ability to apply due diligence with regard to the reporting of hazards and incidents.
8. Community Engagement *Demonstrated commitment to the Mount St Benedict College Community as an integral part of all employment responsibilities and to willingness to enhance our culture and co-curricular programs.*	• Where appropriate opportunities present, become involved in the life of the College in order to promote community and contribute to objectives of the College, including attendance at staff meetings, leading prayer, working with students, becoming involved in school events. • Engage professionally with colleagues, parents/carers and the community. • Encourage and promote engagement with the wider community. • Ensure positive relationships with outside agencies are maintained by providing timely and efficient communication when required.
9. Pastoral Care *Demonstrated commitment to the Pastoral Care of all students at Mount St Benedict College and an understanding of the need for adherence to all College policies and procedures in relation to the Pastoral Care of all students.*	• Maintain confidentiality in all issues in relation to the College; • Demonstrate concern and care for colleague's and engage positively and respectfully with them; • Support and maintain discipline and pastoral structures and expectations within the College; • Administer First Aid on occasion, as required; • Provide active & vigilant supervision of students as required;

The appointee will participate in a formative review in their third year and a summative review in their fifth year. After a successful summative review, the contract will be renewed for a further term.

Given the dynamic environment in which the College operates, the Principal may alter the roles and responsibilities of this position at his discretion in order to most effectively serve the needs of the College.

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I have read, understand and agree to undertake the responsibilities and requirements as detailed in this position description.

Name: _____

Signature: _____

Date: _____