



# Oakleigh Grammar

## Position Description

<b>Position Title:</b>	Finance Manager
<b>Campus:</b>	77-81 Willesden Road, Oakleigh
<b>Reporting to:</b>	The Principal

### Primary Purpose

The Finance Manager is primarily responsible for the operations of the finance department and the preparation and analysis of accounting reports to ensure accurate reporting of the School's financial results.

### Position in Context

The Finance Manager is responsible to the Principal.

### Freedom to Act / Autonomy

The Finance Manager has a reasonable amount of autonomy in the day to day operations within the Finance Department, including the supervision of the Accountant, Accounts Payable Officer, Accounts Receivable Officer and Payroll Officer.

### Major Activities

1. Month End Reporting
2. Asset Register
3. Chart of Accounts
4. Budget Maintenance
5. Reports
6. Cash Flow Monitoring
7. Work Cover
8. FBT
9. Accounts Department Staffing
10. Annual Audit
11. Debtors
12. Creditors
13. Payroll
14. Other as required by the Principal

### Specific Duties and Responsibilities

#### 1. Month End Reporting

- Calculate and post accruals – income and expenses
- Check General Ledger coding for correct allocations
- Ensure Asset Register reconciles to General Ledger
- Ensure all monthly transfers are made from withholding accounts
- Review property maintenance accounts for capital items and transfer accordingly
- Prepare a spreadsheet for General Expenses and Sundry Income to assist in explaining variances to budget
- Complete monthly financial pack for the Principal to review with notes on variances to budgets and any unusual items of revenue or expense
- Prepare monthly Faculty reports and send to Heads of Faculty
- Procedures for month end process as monthly checklist

## **2. Set up and Maintain the Fixed Asset Register**

## **3. Review Chart of Accounts – Profit and Loss, Balance Sheet**

- Set up GL accounts for payroll and accounts payable in line with budget and ensure payroll, sub-ledgers and GL accounts agree
- Analyse accounts and suggest improvements and simpler, more efficient ways of processing
- Monitor general ledger structure ensuring unused accounts are inactive
- Analyse Reports to ensure that these are accurate and relevant and useful to users and efficiently prepared

## **4. Budgets**

- Enter budgets into SAS
- Assist with preparation of draft budgets
- Assist with preparation, distribution and collation of all budget proposal documents
- Assist Departments with budget queries

## **5. Reports**

- DEEWR, Somerset, ASBA, ISV reports as required
- Annual reports – ensure that end of year accounts are produced in a timely manner for Oakleigh Grammar
- BAS – Quarterly preparation of BAS for Oakleigh Grammar
- All Government reports including annual census
- Ad hoc reports as required

## **6. Cash Flow**

- In conjunction with the Accounts Receivable Officer, monitor cash requirements on a daily basis to ensure sufficient funds for operational needs
- In conjunction with the Principal, monitor additional project funding as required
- Liaise with banking representatives when required

## **7. WorkCover**

- Annual preparation of rateable remuneration and estimated remuneration
- Processing of WorkCover claims

## **8. FBT**

- Preparation of annual FBT return
- Calculate FBT on Oakleigh Grammar school fees packaged by staff members and assist with the provision of information to the payroll officer
- Reconciliation of the FBT suspense account

## **9. Accounts Department Staffing**

- General supervision of accounts department to ensure that department runs smoothly and that work is completed on time to enable monthly reports to be generated
- Coordinate leave in the accounts department and ensure adequate cover for any absence
- Ensure that professional development requirements of finance team members are met and that performance reviews are carried out on a regular basis

## **10. Annual Audit**

- Ensure that annual Auditor's Acquittal Certificate is prepared in a timely manner
- Coordinate audit preparations in the accounts department ensuring that all material is available for review when the auditors arrive on site
- Liaise with auditors to ensure that any audit questions are addressed promptly and accurately

## **11. Debtors**

- Ensure that:
  - Term billings are correctly processed on a timely basis
  - The debtor trial balance is monitored on a weekly basis
  - Overdue debtor balances are followed up as required by letter, statements or phone
  - Debtor queries are responded to
- Review listings and calculations of discounts (scholarships, bursaries and fee reductions)

## 12. Creditors

- Check that creditor payments have been correctly processed and authorized with purchase orders attached
- Either sign creditor cheques or authorize payments to be processed via EFT
- Ensure regular payment of creditors and timely response to any creditor queries

## 13. Payroll

- Perform monthly Executive Payroll processing
- Check non-Executive monthly, fortnightly and weekly payroll and authorize bank processing of payroll
- Monitor to ensure that superannuation, group tax and associated payroll payments are made correctly and on time
- Process pays in the absence of the payroll officer
- Answer any staff queries on packaging, payroll or superannuation issues
- Ensure that salary packaging, FBT and allowances are correctly recorded and paid or deducted

## 14. Other

- Provision of ad hoc reports requested by the Principal
- Various reconciliations of the balance sheet, clearing accounts and bank account
- Ensure daily reconciliation of the general bank account is performed
- Preparation of information as required for Finance meetings
- Maintain the Foundation database in Synergetic and ensure accurate and timely recording of Foundation transactions
- Community Account assistance as delegated by the Principal

## 15. Direct reports

Bursar  
Maintenance  
First Aid  
Cleaners  
Others as agreed with the Principal

### Contacts

#### Internal

Principal  
Finance Staff  
Heads of School  
Other staff

#### External

Government Bodies  
Suppliers / Contractors  
ISV / ASBA  
Creditors / Debtors

## 16. Competencies Required

- Accounting knowledge and experience in a school environment (an advantage)
- Accounting qualifications – CPA or CA
- Commitment to excellent customer service
- Strong oral and written communication skills
- Computer typing skills (MS Word, Excel)
- Supervisory experience (an advantage)
- Knowledge of accounting software, SAS preferred