

ENCOUNTER
LUTHERAN COLLEGE



FINANCE MANAGER

Job & Person Specification

Encounter Lutheran College 2021

Looks like school, feels like home...

Contents

| | |
|----|------------------------|
| 2 | Contents |
| 3 | Mission & Vision |
| 4 | Position Details |
| 5 | Job Specification |
| 6 | Job Description |
| 9 | Person Specification |
| 12 | Application Guidelines |





Mission & Values

Mission

To be a connected community where innovative teaching inspires action and where God's love is shared and celebrated.

Values

The Encounter Lutheran College community exists to: Share the peace of Jesus, make a real impact on the lives and learning of students and nurture dynamic relationships.

Motto

'Looks like school, feels like home'

Position Details

Title of Position

Finance Manager

Classification

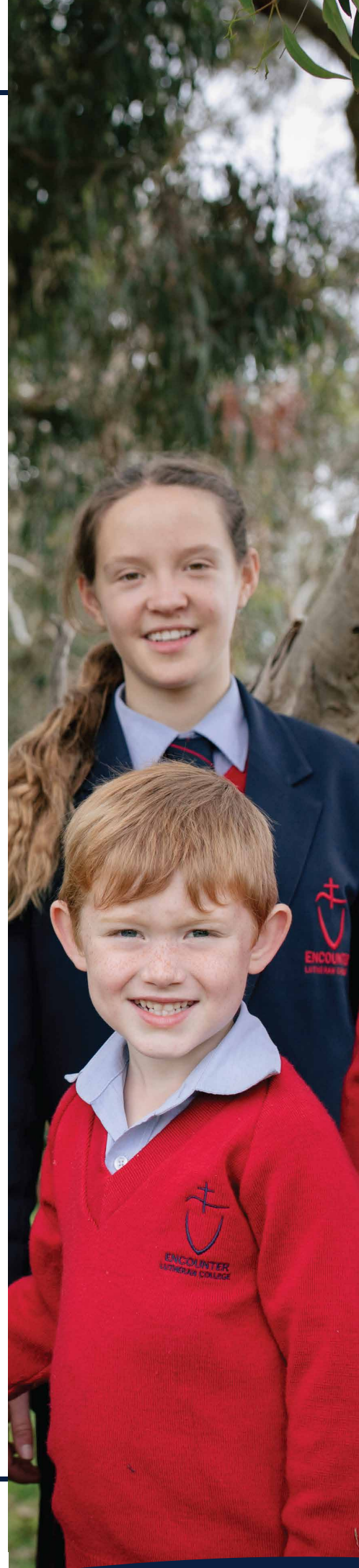
Lutheran School Officer

- Level 4/5 depending on qualification
- Type of Appointment
 - Permanent Part time (0.94 FTE)

Stream

Administration

- Start Time: 8:00am
- Finish Time: 4:30pm
- No. Days Per Week: 5
 - Hours Per Week 37.5
 - Weeks Per Year: 45/48



Job Specification

1. Summary of the broad purpose of the position in relation to Encounter's goals (its expected outcomes and how it is achieved).

The Finance Manager is a member of a dynamic Finance team, responsible for the oversight of all the accounting & finance functions of the College as well as a key support to the Business Manager in the strategic directions of the College and a backup to other key positions.

This position performs various accounting and finance functions to ensure the College's financially compliant in accordance with the business objectives and policies, in a manner that fulfils the financial requirements of the relevant legislation, regulations and standards.

The Finance Manager is in a privileged position, being exposed to information that can be personal, confidential and/or of a sensitive nature. You will be required to uphold confidentiality, maintain the highest integrity and exemplify the ethos of Lutheran Education.

This position requires a person with a high degree self-initiative, discretion and capacity to program their work. This incumbent must be flexible, adaptable and dependable, present a professional image and create a welcoming, warm and positive impression.

2. Reporting / working relations (to whom the person reports, staff for whom the person is responsible, and other significant connections and working relationships).

The Finance Manager is responsible to the Business Manager and accountable to the Principal. It is an expectation to work collaboratively with all members of our College Community to engender a positive and harmonious team environment. This position will involve close working relationships with the Principal, Business Manager and Heads of School (Leadership Team), in the preparation and dissemination of our College information. This position will liaise with outside companies, corporations, volunteers, community members, students, College Board and the sub committees thereof.

3. Special Conditions (such as non-metropolitan location, travel requirements, frequent overtime etc).

This position is located at Victor Harbor, which is approximately 85 kilometres from Adelaide on the Fleurieu Peninsula. A driver's license is essential and willingness to drive; some intrastate and interstate travel may be required; some out of normal hours may be required to meet specific deadlines and the incumbent will actively participate in Encounter's annual performance appraisal process.



Job Role Description

4. Statement of Key Outcomes and Associated Activities.

The position encompasses key outcomes which have been collectively accommodated within associated activities below, they include but are not limited to:

4.1 Financial

- Ensure that all financial functions are undertaken in accordance with the Australian Accounting Standards;
- Ensure Encounter meets all compliance and regulatory requirements and prepare the returns, such as ATO (BAS, PAYG, FBT), ASIC, ACNC, Financial Questionnaire, NCCD, State & Commonwealth Returns, grant funding and acquittals;
- Preparation of the College's Annual Budget in consultation with all parties and the management of the Somerset Budget Models (1yr & 10yr forecasts);
- Management of the College's cash flow, ensuring the College remains financially viable and sustainable, by managing and keeping a close eye on Key Performance Indicators;
- Ensure that all liability payments are made in accordance with their payment terms;
- Undertaking the reconciliations of all Encounter's bank and loan accounts and to the General Ledger;
- Creation, recording and managing the journals, and accrual journals for the College;
- General Ledger management;
- Prepare complex financial reports to support the Business Manager in reporting to the staff, Committees and Board on a monthly basis;
- Creation and management of Encounter's Finance policies; and,
- Liaise and work alongside our various committees such as Parents & Friends to support and guide to ensure accounting standards are maintained, to also receipt, bank and reconcile the Parent & Friends account and ledgers.



4.2 Audit

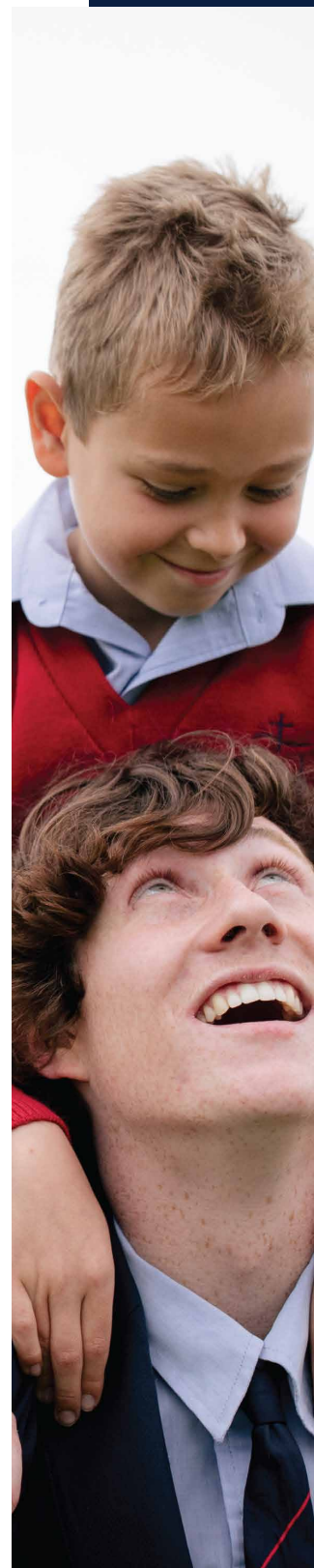
- Facilitate the annual audit process for the College by working closely with the College's nominated auditors;
- Coordinate and contribute to the College's Financial Statements, critique them ensuring they balance to the trial balance and are a true and accurate account of the College's financial position;
- Calculate annual leave and long service leave accruals and reconciliations;
- Manage the provisions accounts including annual leave, long service leave, sabbatical leave, study leave provisions etc;
- Manage the inventory and required adjustments for stock in the Uniform Shop;
- Balancing the General Ledger and ensure all clearing accounts are cleared or reported on; and,
- Ensure accrual of unspent grant funds.

4.3 Payroll:

- Prepare payroll for all staff;
- Interpret and apply the Industrial Awards, and Enterprise Bargaining Agreements;
- Maintain all leave accruals and ensure their accuracy (annual leave, personal leave and long service leave);
- Responsible for PAYG, FBT and their monthly returns;
- Responsible for facilitating salary packaging options; and,
- Responsible for Superannuation monthly returns.

4.4 Asset Management

- Manage the Assets additions and write offs;
- Manage the lease agreements and the right of use Assets; and,
- Manage the Depreciation and schedules.





4.5 Oversight of the following finance positions and entities-

- Debtors
- Creditors
- Purchasing
- Uniform Shop
- Café
- Early Learning
- Ensure all Finance policies are kept up to date and are reviewed as per their due dates; and,
- Undertakes research on specific projects upon request.

4.6 Backup

This position provides key support and back up to Payroll, Debtors and Creditors.

4.7 Building Relationship:

- This position involves close working relationships with the Leadership Team in the preparation and dissemination of our College information, and also outside companies, corporations, volunteers, community members, students, College Board and the sub committees to deliver the College's communication objectives; and,
- Contribute to the culture of Encounter, by fostering and encouraging cooperation, collaboration and shared accountability for the production of all work.

Person Specification

5. ESSENTIAL MINIMUM REQUIREMENTS (with the context of the role described above, the ideal applicant will be someone who has the following capabilities)

- Accountancy skills and financial acumen to support the legislative and compliance nature of this position;
- Proficient in the use of the Microsoft Suite (Office 365) with the use of Excel at an advanced level;
- Problem solving abilities;
- Ability to produce complex financial reports;
- Ability to work without supervision and to coordinate the work of others;
- Possess the ability to be self-motivated, flexible and adaptable;
- Must have excellent time management skills;
- Maintain the strictest of confidentiality;
- Possess a high level of interpersonal skills in dealing with staff, parent community and the suppliers;
- Excellence in positive communications and literacy skills; and,
- Ability to work part of a team committed to excellence in Christian Education and maintain the principles, strategic vision and ethos of the College.

5.1 Maintain a high quality of customer service, professionalism, flexibility and personal values by:

- Display a commitment to providing quality services to internal and external College communities and business partners;
- Possess the ability to promote positive staff morale and a team ethic;
- Display high levels of initiative, responsibility and accountability;



- Display an ability to adapt to a changing environment; and,
- Demonstrated communication skills, both verbally and in writing.

5.2 Contribute to Encounter's values of Christian Practices by:

- Demonstrating a commitment to the ethos of Lutheran Schools;
- Setting good examples of Christian Living in the College and in his/her private life and in particular be an active worshipping member of a Lutheran / Christian congregation;
- Be able to work cooperatively with other staff members and be a leader in team building;
- Demonstrating high levels of courtesy, politeness and friendliness to all customers;
- Attending Staff Devotion each morning;
- Attending the Staff Spiritual Retreat on an annual basis; and,
- Be committed to undertaking out of hours activities if required, related to promotional and educational aspects of the College.

5.3 Personal Abilities/Aptitudes/Skills (Related to the job description, and expressed in a way which allows objective assessment). Demonstrated ability to:-

- Communicate effectively, both verbally and in writing with a multitude of people;
- Ability to cope with fluctuations in work volumes, giving close attention to detail, determining priorities, plan and organise workloads, work under pressure and maintain deadlines;
- Exercise initiative, work with limited direction, and operate as an effective member of a team;
- Deal with sensitive issues and maintain a high level of confidentiality;



- Analyse problems, exercise judgement and initiative and able to recommend improvements or changes to current practices and procedures;
- Possess skills which facilitate and foster cooperation and interaction;
- Computer skills including the Microsoft Suite of products and awareness of TASS;
- Contribute to team building and work in a team environment;
- Ability to process data and formulate reports; and,
- Ability to make decisions on issues when procedures are unclear.

5.4 Tertiary / TAFE Qualifications

- 3 year Degree in Commerce/Accounting is essential and be working towards CPA, CA or IPA status.

5.5 Training and Knowledge

- The College would expect that the incumbent have a pre-knowledge, or would be willing to undertake training of the following:-
 - First Aid Certificate;
 - Working with Children Check;
 - Responding to Harm, Neglect and Abuse training;
 - Valuing Safe Communities training; and,
 - WHS Procedures.

Relevant Professional Learning as appropriate to the role.

5.7 Experience

- Working in a computer orientated environment;
- Working with Office 365 and the suite of products;
- Working in a College or child orientated environment; and,
- Experience in working and participating in a team environment.





Application Guidelines

College Department: Administration
Position Title: Finance Manager
Tenure: Continuing, Part Time
Commencing 11th October 2021
Closing Date: Monday 6th September 2021 at 5:00pm

How to Apply

Read the Job Description

Assess your level of skill and experience against the Job Description

Prepare the required documents

1. Cover Letter

The letter should include

- Identification of the position you are applying for.
- Where you saw the position advertised.
- Any skills and experience you wish to highlight and your reason for applying.

2. Resume

Your professional resume including the names and details of two professional referees along with their contact details.

3. Response to the Person Specification

Refer to the Person Specification of the Job Description. Write a statement to address the Essential Minimum Requirements. You are **not** required to address each dot point, as you write, ensure you incorporate your experience as it relates to this role.

Email the application and attach your documents.

Direct applications to the Business Manager, Mrs. Tyna Newman, tyna.newman@encounter.sa.edu.au, with a subject line of 'Confidential - Business Manager.'

All applications will be acknowledged by email within 48 Hours.

Should you require further information about the position or the application process please contact Tyna Newman on (08) 8332 8880.

Encounter Lutheran College

64 Adelaide Road, Victor Harbor 5211
(08) 8552 8880

