

Finance Manager

The Finance Manager is a key leadership role within the Finance Team at Queenwood, responsible for overseeing the school's financial operations and ensuring compliance with accounting, payroll, and financial reporting standards. This position will manage and guide the Finance Team, contributing to the school's strategic and operational goals through effective financial management.

The Finance Manager must demonstrate the highest levels of honesty and integrity in all financial dealings while maintaining the utmost confidentiality in handling sensitive information.

Reporting Relationships

The Finance Manager will report to the Chief Operating & Finance Officer (COFO) and, ultimately, to the Principal. The Finance Manager will oversee the Finance Team, who will report directly to them. In collaboration with the COFO, Principal, Risk & Compliance Manager and Heads of Departments, the Finance Manager will play a key role in ensuring the school's financial sustainability and driving its growth.

Employment Type

This is a full-time permanent role to commence Monday, 2 June 2025; however, the start date may be negotiable for the right candidate. The position requires onsite presence five days per week.

Key Responsibilities

The following list outlines the key responsibilities associated with this role. At times this role may be required to support and assist other members of the Finance Team. Additionally, the Principal may assign further duties as needed.

Accounting & Finance:

- Manage financial systems including Xero, ApprovalMax, Dext, MYOB, Sentral, and MicrOpay (knowledge of these systems is an advantage).
- Oversee the General Ledger, including allocating expenses and income to appropriate accounts and verifying GST codes.
- Prepare and analyse annual budgets in collaboration with the COFO and Heads of Departments, including regular budget performance reviews with department heads.
- Prepare cash flow projections and monitor financial health, actively managing cash flow requirements.
- Produce monthly management and financial statements for the COFO's review and presentation to the Board, including but not limited to variance analysis and commentary.
- Handle ATO reporting requirements, including BAS (monthly) and FBT (annually).
- Post and monitor government grants (state and federal).
- Liaise with auditors during the year and for year-end audits, including preparation of statutory accounts.
- Maintain fixed asset registers, manage depreciation schedules, and oversee asset sales/disposals.
- Provide backup support for accounts receivable, accounts payable, and logistics when needed.

- Ensure accuracy of financial data, including journal adjustments, bank reconciliations, and supplier payments.
- Manage MYOB accounting for the Uniform Shop, including journal entries for integration into Xero.
- Oversee corporate banking, including payment authorisation and cash investment monitoring, including regular liaison with the school's banker
- Reconcile and monitor systems such as Trybooking, Clipboard, and Intrac.
- Prepare and submit financial reports such as but not limited to, the Financial Questionnaire to the Department of Education, Census Data, and ACNC reporting.
- Provide support to the COFO with the development and monitoring of the School's ten year financial plan, amending the plan periodically to reflect actuals and undertake analysis of actual vs forecast results, using the Spotlight forecasting tool.
- Assist the COFO with preparation of monthly Council (Board) reporting and other ad hoc financial tasks as required.

Payroll:

- Perform year-end payroll reconciliation.
- Assist with completing the Workplace Gender Equality Agency (WGEA) report annually.
- Support the Payroll Officer with the fortnightly payroll and ad hoc tasks.
- Prepare payroll budgets for inclusion in the overall school budget.

Insurance & Workers Compensation:

- Coordinate annual insurance renewals, ensuring coverage meets the School's needs.
- Provide certificates of currency to department heads as required.
- Manage insurance claims and liaise with insurers.
- Oversee workers' compensation claims, including wage declarations, policy reconciliation, and consultation with insurers and employees.
- Provide Payroll Officer with details of workers compensation payments.
- Work closely with Risk & Compliance Manager with workers compensations and insurance claims.

Systems and Internal Controls

- Ensure robust internal controls environment through regular review of processes and implementation of process improvements where necessary
- Maintain up to date department handbooks, policies and procedures

Team Leadership

- Provide strong and effective leadership of the Finance team, always leading by example and with the highest levels of personal integrity.
- Develop and monitor appropriate key performance indicators for the Finance team with support of the COFO
- Day to day oversight of Accounts Payable, Accounts receivable, Purchasing, payroll and the uniform shop

Qualifications & Experience

- A degree in Accounting, Finance, or a related field; CPA or CA qualification is highly desirable.
- A minimum of 5 years of experience, preferably in the education sector or a similarly community-focused industry.
- Demonstrated expertise in financial management and reporting.
- Exceptional written and verbal communication skills.
- Proficiency in financial systems, including Xero, MYOB, and Sentral.
- A strong understanding of financial reporting standards and regulatory requirements (e.g., ATO, ACNC).
- Advanced proficiency in Microsoft Excel.
- Proven ability to lead and manage a team effectively while collaborating with a diverse school community.

Personal Attributes

- Calm, warm, collegial, and professional demeanour.
- Confident and flexible, with a resourceful, "can-do" approach to responding professionally to unexpected situations.
- Proactive and hands-on, with the ability to manage multiple priorities effectively.
- Excellent written and verbal communication skills, capable of engaging with stakeholders at all levels.
- Strong analytical and problem-solving skills, offering strategic financial insights.
- Exceptional organisational and planning skills, with strong attention to detail.
- Outstanding work ethic, including a willingness to work flexibly when required.
- Proven ability to coach, motivate, and manage people effectively.
- Demonstrates initiative, maturity of judgment, and resilience under pressure.
- High level of accuracy and thoroughness in financial reporting and data management.
- A reflective professional who is committed to critically evaluating and improving their own practice.
- Willingness to contribute positively to the wider life of the school and uphold its values.

Concluding Remarks

This position description is intended to give an indication of the scope and nature of work that an employee at this level may be expected to perform. However, the statement does not restrict the employer's right to require the employee to perform any task that is within the employee's competency and skill that is reasonable incidental to or associated with the position held.

Work, Health & Safety

The School is committed to providing a healthy and safe workplace for everyone. All staff have a responsibility to take reasonable care for their own safety and that of everyone else at school or involved in school activities. As such, you must comply with reasonable Workplace Health and Safety instructions, policies and procedures, including the provision of care to students within the scope of your role. You will also participate in school safety, such as by completing risk assessments, addressing hazards and reporting safety incidents.



Statement of Commitment to Child Safety and Wellbeing

Queenwood is dedicated to creating a safe and child-friendly environment for all children and young people in our care. We emphasise a zero-tolerance policy for child abuse and harm, prioritising the best interests of students and their safety. The School is fully committed to complying with child protection laws and regulations, and we aim to foster a child-safe culture. Every member of the school community is responsible for ensuring the wellbeing and safety of all students, with a focus on keeping students' safety paramount in all their actions and decisions.

Applications

Please email applications and/or send enquiries to: employment@queenwood.nsw.edu.au

Applications should include:

- Resume & cover letter addressing the criteria / position requirements.
- Queenwood Non-Teaching Staff Application Form
- Your email address
- Names and phone numbers of three confidential referees

The successful applicant must be legally permitted to work in Australia and hold a valid working with children clearance.

Closing Date for applications is **9am, Monday, 31 March 2025**. Invitations to interview for this role may be extended prior to the closing date and Queenwood reserves the right to reduce the application period and/or remove the job advertisement early should a suitable applicant be found.

Please note that Queenwood does not accept unsolicited applications from Recruitment Agencies. Should we require additional recruitment services, we will be sure to contact our preferred providers.