

## Position Description

<b>Position Title</b>	Finance and Administration Manager
<b>Department</b>	Business Services
<b>Reports To</b>	Director of Business Services

### Overview:

SEDA College (Victoria) is an independent, co-educational Senior Secondary College.

The SEDA College Board has entered into a contract with the SEDA Group that allows the College to deliver the SEDA model and its curriculum, while providing access to leading Victorian industry partnerships.

The Board chose the SEDA model as the foundation for SEDA College as a result of the model's success in engaging, educating and empowering young people since 2007.

At SEDA College we believe that student success is achieved through educational experiences that challenge and inform our students' perspectives on the world.

These beliefs are underpinned by an educational philosophy that is based on the principles of applied learning and our College's core values.

- Growth
- Resilience
- Empathy
- Accountability
- Teamwork

Our philosophy commits us to developing students who are:

- Passionate about reaching their personal and professional potential.
- Proactive and resilient in both their personal and public lives.
- Productive and compassionate contributors to the wellbeing of their community.
- Professional and collaborative in the workplace.

We believe that students in the post compulsory years should be treated as young adults and given opportunities to develop their independence in a supportive environment where they are nurtured and allowed time to mature and develop the personal attributes that will help them be successful in both their personal and professional lives. Our aim is for graduates to leave the College as mature, informed, resilient, independent and capable young adults as they make their transition from school to employment or further study.

The College believes that students will achieve more when their education is delivered through a model that is; relevant to their passion, applied, informed by industry and community expectations and delivered by a teacher that knows them well and differentiates their program accordingly.

The College programs attract a group of young people who want their education experience to be 'real-life' and authentic.

SEDA College is committed to Child Safety and the creation of an environment in which all young people feel safe, included and welcome. All staff have a responsibility to contribute to this environment and ensure that they interact with students in a manner that actively promotes the rights of young people. As part of induction staff are trained and informed of their obligations with respect to the safety of young people.

### Position Overview

The position is responsible for providing advice, tools and monitoring to enable the College to have accurate and timely financial information and develop strong administrative procedures.

### Key Responsibilities

Accountabilities	Overview
<b>Reporting</b>	<ul style="list-style-type: none"> <li>• Oversee the preparation of monthly financial management reports and present these to senior management, Finance and Risk Committee and the College Board</li> <li>• Prepare Annual budgets and present these to senior management, Finance and Risk Committee and the College Board</li> <li>• Prepare forecasts as required by the College Board</li> </ul>
<b>General Finance</b>	<ul style="list-style-type: none"> <li>• Oversee end of month adjustments and general ledger reconciliations</li> <li>• Oversee the accounts receivable and payable functions</li> <li>• Oversee staff training for all Synergetic finance users</li> <li>• Monitor the College cash flow and arrange for investment of surplus funds</li> <li>• Maintain the Chart of Accounts in Synergetic</li> </ul>
<b>Payroll</b>	<ul style="list-style-type: none"> <li>• Maintain the payroll and leave management systems</li> <li>• Ensure monthly payroll is processed and paid on time</li> <li>• Ensure relevant payroll related reports are prepared on a timely basis</li> <li>• Ensure monthly superannuation contributions are processed</li> </ul>
<b>Statutory Compliance</b>	<ul style="list-style-type: none"> <li>• Maintain the ATO compliance for the College</li> <li>• Ensure the BAS return is prepared and lodged quarterly</li> <li>• Ensure the PAYG is reconciled and paid to the ATO monthly</li> <li>• Ensure the annual FBT return is prepared and lodged with the ATO</li> <li>• Oversee the preparation of the audited financial statements and manage the annual financial audit</li> <li>• Ensure Government funding acquittals are lodged on time</li> </ul>

Accountabilities	Overview
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Manage the Head Office administration team including reception, head office and operations admin</li> <li>• Supervise the procurement process and ensure all contractual documents are maintained centrally</li> </ul>
<b>Teamwork / Leadership</b>	<ul style="list-style-type: none"> <li>• Supervise the day-to-day activities of the Finance and Administration Teams and identify cross training opportunities for staff</li> <li>• Coach, mentor and develop staff in the Finance and Administration Teams</li> <li>• Work as an effective team member working collaboratively whilst generating ideas and demonstrating communication within the Business Services Team and with colleagues</li> <li>• Provide guidance and support in relation to finance and administration matters to staff within the organisation as required</li> </ul>
<b>Policies and Procedures</b>	<ul style="list-style-type: none"> <li>• Ensure finance policies are current and communicated as required</li> <li>• Ensure all finance and administration processes and procedures are documented where required</li> <li>• Ensure continuous improvement of finance and administration processes and procedures</li> <li>• Follow the College policy on Child safety and Wellbeing</li> <li>• Adhere to the expectations described in the Staff Code of Conduct</li> </ul>
<b>Associated Duties</b>	<ul style="list-style-type: none"> <li>• Undertake other duties which are appropriate to the level of the position, as directed by the Director of Business Services.</li> <li>• Activities as per annual Performance Development and Review plan</li> <li>• Act in accordance with SEDA College's values and policies and procedures</li> <li>• Cooperate with all health and safety policies and procedures and take all reasonable care for their own and others health and safety</li> <li>• Maintain a valid Working With Children check</li> </ul>

Key Selection Criteria
<p><b>Skills and Experience</b></p> <p><b>General</b></p> <ul style="list-style-type: none"> <li>• Previous experience in a similar role.</li> <li>• Understanding of office culture and environment.</li> <li>• Strong administrative skills.</li> <li>• Demonstrated ability to lead and develop a team of people.</li> <li>• High level written and spoken communication skills.</li> <li>• High level interpersonal skills.</li> <li>• High level of self organisation.</li> <li>• Must be flexible, able to adapt and be motivated by working in a fast paced, dynamic environment.</li> <li>• Demonstrated relevant experience and high-level proficiency with Microsoft Office Programs such as Word, Excel, PowerPoint, and Outlook.</li> </ul>

### Key Selection Criteria

- Experience with Synergetic or other accounting software systems.
- Previous experience in a school setting would be highly regarded.

### Formal qualifications

- Qualifications in accounting are essential.
- CA/CPA qualified.
- Working with Children Check required.

A six month probation period applies to full and part time positions of more than 6 months.

The list of responsibilities herein is not intended to be all-inclusive, and may include additional responsibilities as required and assigned. It may become necessary to modify/change these position responsibilities from time to time.

### Position Description Acceptance

I \_\_\_\_\_ (Incumbent Name) have read and, understood the above Position Description and agree to carry out the duties listed in my position description.

Signed ..... Date .../...../.....