



Director of Finance

St Bede's College is a Catholic school in the Lasallian spirit and tradition. The College is a faith community committed to social justice, especially to those who are "*the lost, the least and the last*". Our motto is *Per Vias Rectas* (By Right Paths).

This role description is written in light of the Mission and Vision Statements of the College. Our Community is characterised by a strong set of values that underpin the way we live. We enact those values by respecting and honouring our collective heritage while looking with imagination to the future. The College seeks to assist young men to take their place in society, alive with the wisdom of the gospel.

Commitment to Ethos

All staff in the Catholic school have an indispensable role to play in furthering the mission of the Church. It is expected of all employed in a Catholic school that they:

- Accept the Catholic educational philosophy of the school.
- Develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work by their teaching and other work and by personal example, strive to help students to understand, accept and appreciate Catholic teaching and values.
- Avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church Community, in whose name they act.
- Comply with the accreditation policy of the CECV to teach in a Catholic school.

Furthermore, it is expected of all employed at St Bede's College that they accept and support the ethos of the *Lasallian Order* and activities directed at the broader aims of the College.

St Bede's College is a Child Safe School

St Bede's College holds the care, safety and wellbeing of its students to be at the core of all we do. The College is resolutely committed to ensuring that all staff of the College act in a manner that promotes the inherent dignity of each of our young men and their fundamental right to be respected and nurtured in a safe school environment. This commitment includes regular and appropriate learning opportunities in relation to child safety and young people's protection and wellbeing.

We also commit to listening to, and taking seriously, all concerns voiced by students, staff, parents and caregivers, volunteers, contractors and clergy. We commit to continuously reviewing and improving our systems to protect children from abuse.

Our commitment is drawn from and inherent in the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel.

Overview

The Finance Director, reporting directly to the Executive Director Business Operations and Strategy, plays a crucial role in ensuring the financial health and stability of the College. This role is responsible for strategic oversight, accounting controls, budgeting, cash flow management, risk management, and compliance, as well as leading the finance team to support the College's mission. By aligning financial operations with long-term College objectives, the Finance Director will support strategic initiatives and provide sound financial governance, enabling effective decision-making across senior leadership and the College Board.

The appointee will be aligned to the values and ethos of St Bede's College, as a Catholic Boys' College in the Lasallian tradition, and take an active interest in, and participate in, the life of the College. Relevant tertiary qualifications are essential

Skills and Competencies

- A lively and practical support to the Catholic nature of the College.
- A firm belief in and commitment to the Mission and Vision of the College and an ability to articulate and promote these.
- Displays loyalty to the Leadership of the College and understands the nature of confidentiality as required.
- Exhibits ongoing professional growth on a personal level and for the benefit of the College community including participation in different Lasallian Professional Learning activities that the College offers.
- Develops cooperative working relationships with staff.
- Demonstrates an understanding of key priorities of the legal requirements surrounding Child Safety.
- Displays a high level of administrative and organisational ability.
- Analyses complex financial data and presents insights clearly.
- Demonstrates high level of accuracy and attention to detail in financial reporting.
- Displays excellent written and verbal communication skills for preparing reports and advising senior management.
- Identifies issues proactively and recommend solutions.
- Strategically aligns financial operations with long-term school objectives.

Specific Duties

1) Accounting Control

- Maintain the integrity of the financial systems with strong internal controls
- Maintain and reconcile General Ledger and control of all income and expenditure
- Track income and expenditure against annual budgets
- Provide forecasts of annual income and expenditure
- Oversee the preparation of adequate working papers and draft financial statements for the annual audit
- Be the key liaison for the auditors including coordinate pre-audit and post-audit reviews, addressing any findings promptly to improve internal controls and processes
- Prepare statutory returns in accordance with the Corporations Law and other relevant regulations
- Prepare and present draft consolidated financial statements to provide clear financial insights to Leadership, the Finance Committee, and the College Board.”
- Manage Government and Catholic sector reporting requirements including funding acquittals, census returns and financial questionnaires, any additional compliance or

- submission deadlines that are relevant for Victorian or Australian education sectors
- Oversee an effective and controlled purchase ordering system
- Oversee preparation of bank reconciliations and ensure monthly reconciliation accuracy and prompt discrepancy resolution
- Oversee fee billing, collection, and debt management processes, ensuring effective communication with parents and guardians.

2) Budgeting and Forecasting

- **Budget Preparation:** Coordinate the annual budgeting process in collaboration with department heads, ensuring alignment with the school's strategic plan.
- **Financial Forecasting:** Develop financial forecasts, scenario planning, and sensitivity analyses to guide decision-making for future resource allocation. Collaborate with the enrolment team to project future revenue streams and assess the impact of enrolment changes on financial sustainability.
- **Variance Analysis:** Monitor financial performance against the budget, report variances, and provide recommendations for corrective actions.

3) Cash Flow and Investment Management

- **Cash Flow Management:** Ensure the school maintains healthy cash flow by monitoring cash position and managing working capital efficiently.
- **Investments:** Manage school reserves and investment portfolios in collaboration with the Board, ensuring optimal returns on investments aligned with the school's risk tolerance.

4) Risk Management and Compliance

- **Financial Risk Management:** Identify and assess financial risks, including those related to fee collection, enrolment projections, and external funding. Continue to develop appropriate policies to support best practice.
- **Insurance and Compliance:** Ensure appropriate insurance coverage is maintained and lead efforts to review, renew, and manage claims. Complete Government and Catholic sector (VCEA) reporting requirements, including the WGEA report.
- **Internal Controls:** Develop policies and implement robust internal controls to prevent fraud and ensure compliance with policies and regulations.

5) Team Leadership and Development

- **Direct the Finance Team:** Lead and mentor the finance team, including, but not limited to -accounts receivable, accounts payable and payroll staff.
- **Strategic Process Improvement:** Drive continuous improvement initiatives across the finance team, including continued automation of financial processes and system upgrades.
- **Staff Training:** Ensure ongoing professional development of the finance team to keep up with changes in financial regulations, technology, and best practices.

6) Strategic Review, Support and Advisory

- **Collaborating on strategic planning and development:** Work closely with Leadership, Finance Committee, and the Board to support short- and long-term financial goals, leveraging data to shape budget planning, resource allocation, operational service delivery options, and investment strategies.
- **Business Cases:** Provide financial input into business cases for capital projects, including new facilities, technology upgrades, and other strategic investments.

- Financial Governance: Serve as a key advisor on financial governance matters, ensuring the Finance Committee and Board have accurate and timely financial information for decision-making.

Qualifications:

- Bachelor's degree in finance, accounting, or related field (CPA/CA certification preferred).
- Proven experience in financial management, preferably within the education or non-profit sector.
- Strong knowledge of financial software and systems (preferably Synergetic).
- Advanced skills in Excel (and or Power BI) and financial modelling.
- Thorough understanding of Australian Accounting Standards and relevant compliance requirements.

The Director of Finance reports the Executive Director Business Operations and Strategy. The role is based at our Mentone Campus but the appointee will be expected to attend meetings and have a working presence, on occasions, at our Bentleigh East Campus.

The position is classified as an Education Support Employee Category A (4 weeks leave.) Employment is in accordance with terms and conditions outlined in the Victorian Catholic Education Multi-Employer Agreement (VCEMEA 2022.) Remuneration for the successful candidate will be negotiated with the Principal, in accordance with the VCEMEA 2022 and dependent on skills and experience.