



KINROSS WOLAROI
— SCHOOL —

Finance Manager

Candidate Information Pack

Closing Date: 16 December 2018

November 2018



About Kinross Wolaroi School

Kinross Wolaroi School is a co-educational Independent School of the Uniting Church. The School has a strong history of excellent academic results along with a diverse co-curricular program. Kinross Wolaroi School is a non-selective school with over 1100 students (including 330 boarders in Years 7 to 12), located in the NSW Central Tablelands in the city of Orange. The School has a proud tradition of educating young people in an environment where ideals are based solidly on friendship, spirituality, the security of family values, hard work and the pursuit of excellence to the very best of one's ability. The School offers the unique opportunity for co-educational learning with separate boarding sites for boys and girls. Students are provided with a holistic education with a varied curriculum to meet the diverse needs of our students.

The School has two main campuses. The main campus, called Wolaroi, is a picturesque campus of 20 hectares and accommodates the main teaching facilities as well as the boarding facilities for boys boarding. A second campus, called PLC, is located approximately five kilometres west of the main campus (on the opposite side of the city of Orange) and houses the girls' boarding facilities, a number of staff residences, a recreation and examination centre, an outdoor swimming pool and playing fields.

All classroom activities (the normal school day activities) for all students enrolled in the Early Childhood Centre and in classes from Kindergarten to Year 12 occur on the Wolaroi Campus. The main campus also includes a performance theatre, an auditorium, a sports complex including gymnasium and indoor swimming facilities, a medical centre as well as five playing fields.

Further Information

For more information on the organisation, please visit www.kws.nsw.edu.au. Among other information, on the home page can be found a helpful 'pictorial tour' and also a video, 'Every story has a beginning', which provides a good insight into the School. There are also a number of videos showcasing the School at this link <https://vimeo.com/kinrosswolaroischool>



The role of the Finance Manager

The Finance Manager is appointed by and acts under the direction of the Business Manager. As an employee of the School, the Finance Manager is expected to be committed to the School Aims and Philosophy.

The Finance Manager is the department head for the Finance Department and is tasked with providing professional oversight and leadership to all areas of finance. In this role the Finance Manager will oversee the performance of the various Accounting and Financial Administration functions undertaken by subordinate staff.

The primary personal workflow responsibility of the Finance Manager is to perform the various Accounting and Finance functions to ensure the School's financial and material resources are effectively managed, reconciled and accounted for in accordance with the agreed business objectives and policies in a manner that fulfils the requirements of the relevant Acts, Regulations and Standards and organisational requirements that govern the School's operations.

The Finance Manager will liaise with and provide technical advice and support to:

Payroll Officer
Accounts Receivable Officer (School tuition accounts)
Accounts Payable Officer
Shop Manager
Shop Assistant

The Finance Manager will liaise with:

Staff
Creditors
Commonwealth and State Government agencies
Agencies of the Uniting Church

General Description of Responsibilities

Key Word	Duties
Planning	Assist the Business Manager with the implementation of financial plans, objectives and strategies to contribute to the effective commercial management of the School
Strategic Management	Provide strategic advice to the Business Manager concerning effective practices and initiatives Conduct periodic reviews of policies and procedures requiring revision to enable more efficient and effective practices Undertake detailed analysis on complex matters identifying alternative courses of action and analysing implications of alternatives
Budget Management	Assist the Business Manager with the preparation of the School's budget and implement effective mechanisms for its ongoing review Liaise with Departmental Heads and budget managers to ensure expenditure is managed in accordance with budget procedures
Reporting and Accountability	Manage the various financial accounting procedures associated with formulation of financial statements (Annual Return) reporting (Council, regular cash flow), statutory reports (FBT, GST,



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	<p>Commonwealth and State Education departmental returns etc), management of the global reconciliation process and other related accounting tasks in order to accurately account for all transactions carried out</p> <p>Prepare departmental income and expenditure reports to assist Departmental Managers in meeting budget guidelines</p> <p>Prepare ad hoc management reports as directed by the Business Manager</p> <p>Assist with the planning, development, approval and implementation of the annual and forward planning budgets</p> <p>Liaise with the School auditors to facilitate the audit processes and implementation of recommendations</p>
Operations Management	<p>Supervise the raising of School tuition accounts and control collections in a manner designed to reduce the risk of exposure of the School to bad debts and to maximise cash flow</p> <p>Manage the Accounts Payable function</p> <p>Manage the activities of the Payroll Officer in the administration of payroll function and associated requirements (leave, benefits, superannuation etc.) including the maintenance of all personal records and associated Staff correspondence</p> <p>Ensure the School's Asset Register is maintained accurately</p>
Cash Management	<p>Under the direction of the Business Manager, develop and implement effective cash management budgeting techniques including investment and borrowing opportunity assessments in order to maximise the School's financial resources</p>
Audit	<p>Under the direction of the Business Manager act as the principal liaison with the School's Auditor and manage the financial audit</p>
Business Systems	<p>Contribute to the ongoing development of the School's financial management systems</p>
Other Entities	<p>Coordinate the financial operations of the School's ancillary business operations. Coordinate the provision of financial accounting support to the P&F and the Kinross Wolaroi School Foundation</p>
Workplace Safety	<p>Ensure all health and safety regulations are adhered to</p> <p>Report any equipment or situation that is hazardous or has the potential to affect the health and safety of the Kinross Wolaroi School workplace</p>
General Requirements	<p>Undertake other duties as directed by the Business Manager that are consistent with the employee's skills, training and experience.</p>

Professional Review

This Position Description is intended as a framework for professional review.

The School reserves the right to alter roles and responsibilities to suit the leadership and management requirements at any point in time.



Reporting

The Principal holds ultimate responsibility for all aspects of the School's operations. However, for practical purposes these responsibilities are delegated to the Business Manager who will act as the incumbent's supervisor.

Selection Criteria

General Expectations for staff at KWS:

Support for the culture of an Independent Uniting Church School is an essential prerequisite for all employees of the School.

Serve as good ambassadors of the School. This includes conducting oneself in accordance with the professional standards of the School, including being well-groomed and wearing appropriate professional attire.

Take an active interest in the general life of the School - supporting policies, procedures, aims and objectives in order to facilitate the day-to-day operation of, and promote a high quality of education within, the School.

Attend staff meetings and training when required.

Ensure all students and parents are provided with a quality service in a timely, efficient and friendly manner.

Maintain professional confidentiality concerning information about staff and/or students and their families.

Act as a member of a team, developing and supporting the philosophy and ethos of the team.

Ensure that all documents are prepared and presented in accordance with the School's Style Guide.

Working with Children (Criminal Record Checking)

The Working with Children (Criminal Record Checking) Act 2004 applies for anyone working in child related employment.

Workplace Health & Safety

Be informed of WHS legislative and associated requirements (as employer makes information available, employee is to take steps to understand how it applies to self).

Observe Kinross Wolaroi School WHS Protocol.

Identify WHS information and training needs for self.

Be involved in WHS projects according to priorities set by consultative processes and management direction.

Comply with WHS initiatives as directed and agreed with management and consultative processes.

Comply with safe work procedures as instructed by supervisor or manager.



Comply with legal and reasonable instructions from employer representatives.

Report all hazards, accidents and incidents to your supervisor and comply with WHS committee recommendations.

Personal Qualities

Highly developed interpersonal skills with the ability to develop and maintain constructive working relationships at all levels across diverse groups, including teaching and non-teaching staff.

Ability to remain calm under pressure and manage a number of high priority tasks at the same time.

Willingness to support the mission, vision and values of KWS.

Demonstrate a high degree of discretion, initiative and personal organisation.

Essential Criteria

A Tertiary qualification in a finance/commerce-based discipline and admission as a CPA or CA is essential

Post-graduate qualifications in finance, management or leadership will be well-regarded

Professional Requirements

Have the experience and the ability to be:

A strategic and visionary thinker

A successful communicator

A goal oriented achiever

A capable decision maker

A resourceful organiser

A visible role model

A lifelong learner

Substantial experience in a financial management role in the areas related to the position purpose

Work autonomously and effectively in an environment where it is important that time is used efficiently, honestly and resourcefully



Appointment Conditions

The role is a full-time position and will require attendance on School business at a variety of locations at any time of the day or week. The hours of work are 8.30AM to 4.36PM Monday to Friday. Some work outside these hours may be required.

Employment will be offered on a permanent basis subject to a period of probation, defined as six months in accordance with the *Fair Work Act 2009 (Cth)*.

The terms of employment are governed by the *Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2017 (MEA)* as it applies from time to time, or any industrial instrument that replaces the MEA.

Comprehensive terms and conditions of appointment will be the subject of a separate employment agreement.

Right to Work in Australia

Kinross Wolaroi School is not in a position to sponsor entry into Australia. In applying for an Australian based position you will be expected to already have a valid Australian work permit (permanent residency or applicable work visa). Information on Australian visas and working entitlements are available from the Department of Immigration.



Application

To make a confidential enquiry about the position, please contact Kate Kenny, Human Resources Manager on 02 6392 0351 or kkenny@kws.nsw.edu.au

Before submitting your application please ensure you have:

- Carefully reviewed the position description and ensure that you understand the role you are applying for and that it is suited to your skills, experience and qualifications.
- Your cover letter is the School's first opportunity to assess your suitability for the position. Your letter should provide insight into not only what you have achieved but also who you are.
- Please ensure that you have addressed the Essential Criteria in your Cover letter.
- Ensure that your CV clearly outlines your qualifications (including the institution and the date completed), career history and current contact details.
- You will need to include at least two referees at the end of your CV. Please provide referees names and current positions. Referees will not be contacted without your prior agreement.

Cover letter and CV can be submitted to kkenny@kws.nsw.edu.au

or addressed to

Mrs Kate Kenny
Human Resources Manager
Kinross Wolaroi School
Locked bag 4
Orange NSW 2800

Preferred applicants will be screened in accordance with Child Protection legislation.

The Recruitment Process

Below is some information on how the recruitment process works at Kinross Wolaroi School and expected timeframes:

- The position has been advertised using print and digital media.
 - All applicants will receive an acknowledgment of receipt within two working days. If you have not received an acknowledgement, you should contact the School to confirm receipt.
 - The initial shortlisting process will be completed within two weeks of the closing date.
 - First round interviews are scheduled for shortlisted candidates either face-to-face, via telephone or via skype within one month of the closing date.
 - Referee checking of the preferred candidates happens in the week following the second round of interviews. Referees will not be contacted without prior permission.
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