ROLE DESCRIPTION	
ROLE TITLE	Senior Finance Officer
DEPARTMENT	Finance
INDUSTRIAL AGREEMENT	*WA Catholic Schools Support Staff Enterprise Agreement 2024* *Level 6 Classification (salary negotiable aligned with experience and qualifications)*
EMPLOYMENT STATUS	Full-Time (1.00 FTE) 48 weeks per year plus 4 weeks annual leave.
ACCOUNTABLE TO	Principal
DIRECTION FROM	Director of Finance and Operations

MISSION STATEMENT

Newman College is a PK-12 Catholic School educating in the Marist Tradition, which endeavours to lead students to know and love Jesus Christ. With Mary as our model in faith, we encourage students to grow into the fullness of their humanity in an education environment where they feel welcome, accepted and valued.

ROLE OVERVIEW

The Senior Finance Officer is a diverse role that is responsible for leading, supporting and developing a high-performing Finance Team, fostering a culture of accountability, collaboration, professionalism and continuous improvement. Central to this role is the ability to effectively lead and manage people, build positive professional relationships, communicate with clarity and purpose, and create a supportive and results-oriented team environment. The position requires strong interpersonal skills, sound judgement and the capacity to motivate, guide and develop staff, manage team dynamics, provide constructive feedback and ensure individual and collective accountability.

In addition to these leadership responsibilities, the Senior Finance Officer oversees and coordinates the effective delivery of the College's day-to-day financial operations. These functions include billing and accounts receivable, payments and accounts payable, payroll, financial reporting, budgeting and financial records administration.

Directly supporting the Director of Finance and Operations, the Senior Finance Officer contributes to the effective implementation of financial and operational decisions made by the College Executive, ensuring that financial processes and practices align with the strategic priorities of the College. As a systems focused professional, the Senior Finance Officer ensures the accuracy and financial integrity of the financial operations of the College.

In collaboration with College Leadership, the Senior Finance Officer is responsible for cultivating a high-performing, service-focused team culture that reflects the ethos and values of Marist Education. The role requires a proactive and collaborative approach to problem-solving, staff development, operational improvement and change management.

In response to the evolving operational needs of the College, the Principal or Director of Finance and Operations may, from time to time, require the performance of additional duties consistent with the responsibilities of the position.

ROLE RESPONSIBILITIES

Catholic Identify and Mission:

- Gives personal witness to Catholic values in carrying out the day-to-day duties of the role and engaging students, staff and broader community in the Mission of Newman College as a Catholic school.
- Promotes the charism of Saint Marcellin Champagnat and the mission and life of the Catholic Church within the College.
- Supports and contributes to the development of the Marist Association of St Marcellin Champagnat in Western Australia.
- Contributes to the development of a College environment that is welcoming, hospitable, life-giving and just.

Finance and Accounting Processes:

- Provides guidance and day-to-day supervision of the following employees:
  - Payroll Officer
  - Finance Officer Accounts Payable
  - Finance Officer Accounts Receivable
- Systematically and routinely completes bank reconciliations, end of month accounts preparation (to trial balance), and regulatory reporting.
- Routinely reviews payroll processing and reporting prior to submission.
- Routinely reviews payroll processes to ensure that they are processed in a timely manner, effective, compliant and accurate.
- Assists with completion and review of statutory accounting and taxation processes to ensure that they are effective and accurate, and completed in a timely manner.
- Systematically and routinely reviews financial reporting and financial management processes to ensure that they are effective, accurate, and completed in a timely manner.
- Provides assistance to the Director of Finance and Operations with budgeting processes ensuring that they are effective, accurate, and completed in a timely manner.
- Oversees and supports the billings and accounts receivable processes to ensure that they are effective, accurate, and completed in a timely manner.
- Completes annual tasks such as Insurance renewals, Census Reporting, Address Collection Reporting and other compliance and regulatory submissions as required.
- Provides assistance with statutory audit reviews and Workplace Gender Equity Agency (WGEA) Reporting ensuring accuracy.
- Oversees the College's accounting and financial reporting information systems, including any changes thereof.
- Attends and takes minutes for monthly Finance Committee Meetings.
- Undertakes any relevant task or special project as required by the Director Finance and Operations.

Accounting and financial reporting relations:

- Builds and maintains a working knowledge of Marist Schools Australia (MSA) financial reporting requirements.
- Work collaboratively in relation to accounting and financial reporting issues and risks and ensure that they are in line with Marist Schools Australia (MSA) and Newman College Policy Frameworks
- Assists the College Leadership through the provision of advice in relation to budgeting and financial reporting matters.
- In conjunction with the Director of Finance and Operations, maintains the relationship with external providers of accounting and financial reporting services, including bankers, insurance companies, auditors.

Accounting and financial reporting information systems:

- Is knowledgeable of the accounting and financial reporting requirements within the College and provides advice accordingly.
- Works with the ICT team in various initiatives and strategies, including new system implementations.
- Ensures employees maintain compliance with required training modules.
- Routinely and systematically performs data integrity checks for accuracy and completeness.

Other:

- Any other duties as required.

EXPECTED BEHAVIOURS and ATTITUDES

All staff are responsible for:

- Actively working to promote the charism of Saint Marcellin Champagnat and the mission and life of the Catholic Church within the College;
- Actively supporting the Marist Association of Saint Marcellin Champagnat;
- Actively promoting the College's Evangelisation Plan;
- Actively supporting a child safety culture, with a zero tolerance for child abuse.
- Complying with:
    - Marist Schools Australia Policy Statements.
    - Newman College Policy Statements, Procedures and Code of Conduct for Staff;

Adhering to workplace health and safety procedures and actively contributes to maintaining a safe, healthy and tidy environment;

- Maintaining open communication and works collaboratively with others within the College to foster team work and morale;
- Maintaining a commitment to continuously improve services and pursue excellence;
- Seeking opportunities for professional development.

ROLE CRITERIA

Selection Criteria:

- Methodical and excellent attention to detail in accounting, management and financial reporting, ensuring accuracy and compliance.
- Strong ability to develop and execute effective accounting and financial reporting strategies, systems and processes across the College.
- Ability to interpret accounting standards, legislation and regulations.
- Proven experience and expertise in accounting and financial reporting.
- Formal qualifications in accounting or finance would be viewed favourably, including professional qualifications such as CA or CPA, (although not essential).
- Expert skillset in Microsoft Excel.
- Strong proficiency in Microsoft Word, Teams and Outlook.
- Ability to maintain confidentiality and privacy and to exercise tact and discretion.
- Excellent interpersonal skills and the ability to build positive relationships with a broad range of stakeholders.
- Experience with successful debt collection practices, using care and compassion.
- Working with Children Check.
- Nationally Coordinated Criminal History Check.