Job Title:	Finance Manager		
Classification Level:	Dependent on qualifications and experience		
Campus:	Wynn Vale & Adelaide Hills		
Status:	Permanent	Reporting Relationship:	Director of Business

The 'King's Way'

King's Baptist Grammar School (King's) is a place where every student is seen, heard, known and feels a sense of love. Our school is a place of connection and belonging in which reciprocal relationships between staff, students and families reflect (and invite us into) the perfect relationship of our triune God; Father, Son, and Holy Spirit.

King's is the only Baptist School in South Australia providing a complete ELC-Year 12 experience as a part of a Jesus-centred community. We inspire hope by creating opportunities for people and families to do life better, together.

Our Vision of Faith (Visio Fidei) provides excellence in teaching and learning, in a faith-based community, where every student is provided with a breadth of opportunities, empowering individuals in partnership with their families.

King's is a place where people come first; a community workplace that's built on relationships and mutual respect, bringing out the best in each other. A supportive, faith-based work environment strengthened by prayer, devotion and opportunities for spiritual and practical support. We strive for meaningful, individual and professional development that enhances the King's Community.

Our leadership values guide the behaviour, culture and mind-set that underpin the 'King's Way'.

Servant Leadership	Demonstrating **Humility** and **Service** by leading with empathy, awareness and a commitment to the growth of others.
Pastoral Leadership	Caring for the person is behind every decision, action and conversation by treating each other with **Fairness** and **Respect.**
Accountable Leadership	Being reliable, responsible and building trust with others by acting with **Excellence** and **Integrity**.

Position Purpose

The Finance Manager is responsible for the effective operational management of the School's finance function, ensuring financial integrity, compliance, accurate reporting and efficient financial administration across the School.

Reporting to the Director of Business, the role leads the delivery of finance services, including payroll, accounts, fee administration, financial reporting and compliance activities. The Finance Manager provides leadership and support to the Senior Finance Officer and Finance Assistant to ensure effective service delivery and strong financial controls. The role requires a meticulous and proactive approach with a strong commitment to the school's values, ensuring financial practices align with the institution's mission and objectives. The Finance Manager contributes to the overall financial well-being of the school and plays a crucial role in maintaining fiscal responsibility and sustainability.

Key Responsibilities

The role of Finance Manager encompasses activities within the following Key Result Areas (KRAs):

- Financial Operations & Service Delivery
- Financial Reporting & Control
- Compliance, Audit & Risk
- Cash Flow & Fee Administration
- Finance Team Leadership

Staff are expected to work effectively in a team environment and manage their working relationships to ensure all KRAs are achieved.

An annual performance review will be undertaken to determine capacity to meet the demands of the role, where additional skills are required and what level of job satisfaction is being obtained. The basis for the Performance Review is utilising the Key Performance Indicators for each KRA.

Key Areas	Key Responsibilities	Key Performance Indicators
Financial Operations & Service Delivery	• Lead and oversee the day-to-day operations of the School's finance function across both campuses. • Ensure efficient and accurate delivery of payroll, accounts payable, accounts receivable, banking and fee administration processes. • Monitor finance workflows and service standards to ensure timely and accurate processing. • Review and approve finance transactions in accordance with delegated authority. • Support continuous improvement of finance systems, processes and controls.	• Finance services are delivered accurately, efficiently and within established timeframes. • Payroll, accounts payable, accounts receivable and banking processes are completed in accordance with documented procedures and service standards • Finance transactions are reviewed and approved within delegated authority and required timelines. • Continuous improvement initiatives are identified and implemented to enhance efficiency, accuracy and service delivery. • Operational issues and service risks are promptly identified and resolved.
Financial Reporting & Control	• Prepare and review monthly management accounts, forecasts and financial reports. • Support the Director of Business through the preparation of annual budgets and forecast updates. • Monitor budget performance and investigate material variances. • Ensure timely completion of reconciliations and review key financial controls. • Prepare papers and reports for Leadership, Finance Committee and the Board as required.	• Monthly and annual financial reports are prepared accurately and within agreed reporting timeframes. • Finance Committee, Leadership and Board reports are distributed in accordance with the annual reporting cycle. • Budget variances are analysed and reported with appropriate recommendations. • Financial forecasts are maintained and updated to support operational decision-making. • Financial controls and reconciliations are reviewed regularly and exceptions addressed appropriately. • School leaders, budget holders and staff receive timely, accurate and professional financial advice and support.
Compliance, Audit & Risk	• Ensure compliance with statutory, taxation and reporting obligations such as GST, FBT, Government reporting including Financial Questionnaire and Census as well as other regulatory requirements.	• Compliance obligations are met in accordance with the School Compliance Calendar. • Statutory reporting requirements, including GST, FBT and other regulatory obligations, are completed accurately and within prescribed deadlines.

	• Maintain effective internal financial controls and financial procedures. • Coordinate annual audit processes and act as primary liaison with external auditors. • Monitor compliance activities in line with the School Compliance Calendar. • Implement recommendations arising from audits and compliance reviews.	• Effective financial controls and procedures are maintained and periodically reviewed. • Annual audit requirements are completed efficiently, with audit recommendations implemented within agreed timeframes. • Financial and compliance risks are identified, monitored and appropriately managed.
Cash Flow & Fee Administration	• Monitor the School's cash flow position and banking requirements. • Oversee tuition fee administration and debtor management activities. • Review family payment arrangements and complex debtor matters. • Support the Director of Business in assessing applications for fee assistance, payment plans and other financial arrangements. • Ensure approved arrangements are accurately administered and monitored. • Monitor debtor performance and implement recovery actions where required. • Provide advice and recommendations to the Director of Business regarding significant debtor matters.	• School cash flow remains within approved operational parameters. • Debtor balances are actively monitored and maintained within agreed targets. • Family payment arrangements are administered and reviewed in accordance with School policy. • Significant debtor matters are escalated and managed in consultation with the Director of Business. • Fee administration processes are completed accurately and within required timelines.
Finance Team Leadership	• Lead, support and develop the Senior Finance Officer and Finance Assistant. • Allocate workloads and establish priorities across the finance team. • Monitor team performance and service outcomes. • Ensure cross-training and continuity of critical finance functions. • Foster a culture of collaboration, accountability, customer service and continuous improvement.	• Finance team members receive appropriate support, development and performance feedback. • Workloads are effectively managed to ensure continuity of finance services. • Critical finance processes are appropriately documented and cross-trained. • Team performance supports the timely and accurate delivery of payroll, reporting and finance services. • A collaborative, customer-focused and continuous improvement culture is maintained within the finance team.

Essential Criteria

1. A personal commitment to the King's Vision, Mission and Values underpinning the delivery of a Christian-based education to students.
2. Demonstrated success in a finance management or senior finance role, with responsibility for financial reporting, budgeting, compliance and financial operations.
3. Demonstrated proficiency in financial management systems and the management of accurate and reliable financial data.
4. Advanced proficiency in Microsoft Office applications, particularly Excel, with the ability to prepare financial reports, analysis and presentations.
5. Proficient in using the Microsoft Office suite, including Excel, Word, and PowerPoint, for financial reporting and communication purposes.
6. Demonstrated ability to quickly learn and effectively utilise new finance and school management systems.
7. Highly developed organisational and time management skills, with the ability to manage competing priorities and meet deadlines.
8. Strong analytical and problem-solving skills, with the ability to identify issues and implement practical solutions.
9. Excellent verbal and written communication skills, with the ability to build positive relationships across a broad range of stakeholders.
10. Demonstrated leadership capability, including the ability to support, develop and work collaboratively with team members.
11. High levels of integrity, professionalism and discretion when handling confidential and sensitive information.
12. Ability to work autonomously, exercise sound judgement and take initiative within delegated authority.
13. Commitment to providing high-quality customer service and representing the School and its wider community in a professional and positive manner.
14. Ability to work effectively both independently and as part of a collaborative team

Qualifications

- Degree qualification in Accounting, Finance, Business, Commerce or a related discipline.
- Chartered Accountant (CA) or Certified Practising Accountant (CPA) qualification.
- Experience managing external audits and statutory reporting requirements, supporting Finance Committees, Boards or governance reporting processes.
- Current Working with Children Check, Mandatory Reporting training and a National Police Check.

Hours of work

The position is full time for 52 weeks of the year (inclusive of 6 weeks paid annual leave). The role requires a degree of flexibility to accommodate meetings, responsibilities and various activities outside of normal hours.

The salary and conditions of this position will be negotiated in line with qualifications and experience.