

# Finance Manager

## Position Description



<b>Employment Type:</b>	Permanent Full-time
<b>Normal Hours:</b>	Between 8:00am to 6:00pm, 7.5 hours per day, 48 weeks of the year
<b>Classification:</b>	Salary negotiated on qualifications and experience
<b>Area of Responsibility:</b>	Finance and Financial Management
<b>Position Location:</b>	Secondary School Campus, Gloucester Ave, Belair
<b>Responsible to:</b>	Business Director

### About St John's Grammar School

St John's Grammar School is an E – 12 Co-educational, Independent, Anglican School and is located in the hills at Belair, South Australia. Our student population is around 800 and St John's is structured into four sub-schools: The Early Learning Centre (3 and 4 Year Old Programs), Junior School (R-6), Middle School (Year 7-9) and Senior School (Year 10 – 12).

We offer a safe, nurturing, welcoming and positive environment for our students. Our long-term goal is to produce citizens who are articulate and confident young men and women with a social conscience who can contribute to society, and leaders who want to journey through life with tolerance and compassion for others.

### Position Objective

The Finance Manager will be responsible for contributing to the strategic goals of the School by providing leadership and direction in the planning, design and implementation of financial systems, controls and processes.

Leading the Finance team, the Finance Manager is accountable for ensuring a high quality of service across creditors, debtors, payroll, PAYG, BAS, Superannuation and WorkCover. The Finance Manager is also responsible for a range of wider finance related tasks such as statutory reporting, budgeting, forecasting, cash flow management and other related areas.

Engagement in the continuous improvement of the measurement, reporting and analysis of all business units, with the view of proposing efficiencies in business practice is a highlight of the role. The opportunity to contribute at Business Executive and Board Committee levels is inherent in the Finance Manager's position.

### Working Relationships

Responsible to the Business Director through delegation from the Principal, the Finance Manager will work closely with staff, external stakeholders and lead a team of financial professionals to deliver financial services, reporting and meet legislative requirements.

## Key Result Areas

### Financial Reporting

- Preparation of monthly financial reports for St John's Grammar School and the St John's Grammar School Foundation.
- Oversee and complete, where necessary, the reconciliation of St John's Grammar School accounts.
- Preparation of the End of Year Financial Reports and relevant schedules.
- Provide analysis and insight into business operations for Business Executive, Committees and Board.

### Compliance and Statutory Returns

- Preparation of statutory returns on a monthly and / or annual basis including BAS, Superannuation, Salary Packaging, Child Support, Fringe Benefits Tax and Workcover.
- Completion of all financial statutory returns and Government compliances for funding and/or compliance purposes.
- Ensure that all necessary funding compliances are adhered to.

### Management of the Finance Team

- Oversee, support and manage the Financial Accountant, Finance Officers, and Payroll Officer to ensure efficient operation of the accounts and payroll functions.
- Review and approve the fortnightly payroll as prepared by the Payroll Officer.
- Monitor debtors and creditors on a regular basis supporting the team where required, including liaising with parents.

### Budgeting and Forecasting

- Lead the preparation and distribution of Annual Budgets for all departments within St John's Grammar School in consultation with the Business Director.
- Monitor the School's cash flow on a regular basis, assessing trends and analysing against budgets/forecasts whilst also ensuring that the Business Director is kept abreast of current state as required.
- Together with the Business Director, prepare long-term forecasts as required to support major capital projects.

### Systems and applications

- Ensure the General Ledger and Synergetic are fit for purpose, that transactions are being correctly allocated and are regularly monitored.
- Oversee the St John's Grammar School budget application to ensure effective utilisation by Managers and Department Heads.
- Oversee the Alii purchasing system and Expense Me reimbursement system, reporting and the training of staff.
- Monitor the effective use of all accounts related systems and implement new systems and applications as required to ensure the effective running of the Department.

### Other Responsibilities

- Oversee, update and reconcile the School's Fixed Asset Register.
- Maintain the Financial Risk Management Plan to ensure the School is protected from a financial risk management perspective.
- Completion of relevant questionnaires and surveys as required by regulatory bodies or other relevant agencies regarding finances to support Government funding.
- Oversee the Uniform Shop and line management of the Uniform Shop Coordinator.
- Play a key role within the leadership team, liaising with other members of the team to ensure a coordinated and smooth response to issues and opportunities that may arise.
- Other ad hoc tasks as requested by the Principal or Business Director from time to time.

## **Candidate Profile**

### **Qualifications**

#### **Essential**

- CA or CPA qualified with practical, commercial experience.
- Current Working With Children Check and Responding to Risks of Harm, Abuse and Neglect (RRHAN). (If the candidate does not have a WWCC or RRHAN, the school will provide the resources to complete these.)

### **Experience**

#### **Essential**

- Past experience in a corporate/school/team finance environment in a senior capacity.

#### **Desirable**

- Knowledge of Synergetic

### **Skills and Abilities**

- Ability to develop positive working relationships with staff, students and parents in a team situation.
- Ability to communicate effectively (especially verbally) explaining financial information to non-financial people.
- Demonstrated leadership skills, including the ability to lead a team.
- Demonstrated organisation and analytical skills.
- Sound communication skills and a professional approach to dealing with staff and parents of the School.
- Strong time management skills with an ability to prioritise work, work autonomously and meet deadlines.
- Digital literacy, particularly data analytics, advanced Excel or Power BI or similar.

---

## **Conditions of Employment**

### **Work Health and Safety**

- Support the development and maintenance of a best practice WHS culture within the workplace.
- Adhere to safe work practices and encourage staff, colleagues and others on the work site to adhere to safe work practices.

### **Legal and Policy Requirements**

- Comply with all relevant policies and procedures.
- Improve systems of work and safe practices.
- Satisfy all position related employment requirements, including providing Registration details as required, completing medical assessments and police checks etc.
- Demonstrate commitment to the St John's Grammar School Code of Conduct.

### **Performance and Training**

- Participate in relevant compliance and other work-related training and professional development as required.
- Participate in an annual review of performance in the role and review of this Position Description.

---

Ben Manifold

**PRINCIPAL**

St John's Grammar School

February 2026

