



Milkwood Steiner School Finance Manager

Position title	Finance Manager
Manager	Principal
Full/part time	Full-time (38 hours per week). Early and late roster to ensure office attended between 8am and 5:30pm
Classification	NTPS (administration stream), level 5.1
Annual leave	6 weeks per annum

Our School

Milkwood Steiner School is situated on Larrakia land (Darwin), in the tropical north of Australia delivering a Steiner Curriculum to 100 students from Kindergarten to Class 7. Our school has unique large tropical style buildings with classrooms that open out onto broad verandas, with a playground that extends to a beautiful native bushland.

We are a thriving, growing school, with a welcoming community and children from diverse cultural backgrounds. Our school is committed to applying the richness of a Steiner Education to the unique cultural and environmental context of Australia's Top End.

Position Summary

The Finance Manager is responsible to the Principal for the smooth and efficient financial administration of the whole school as defined below. The position includes procurement, grants applications and monitoring, management, and reporting and analysis. The Finance Manager also maintains friendly and professional relationships with parents/guardians, assisting them to fulfil their financial obligations. This position is part of a small administrative team, who work closely together to support the Principal and administrative needs of the school. Note that this position has wide-ranging responsibilities, but the school is very small.

The performance of all duties shall be consistent with the values and ethos of Milkwood School and shall further Milkwood's aspirations as expressed in the school's strategic plan and annual goals. This position requires a high level of skill as well as an ability to manage interruptions in work flow.

1 Financial reporting

- Oversee the day-to-day financial activities of the School, including receipting and banking of funds and payment of accounts payable.
- Prepare the annual financial statements, including all end of year financial accounts and reports, balance day adjustments and meeting all statutory requirements.
- Liaise with and assist external auditors.
- Prepare regular financial analysis and reporting for Board and Principal.
- Complete all regulatory, educational and general compliance requirements as they fall due including lodgment of funding accountability certificates, COSI, Census, STAT, ACARA, ACNC, and Financial Questionnaire (FQ).
- Prepare and lodge regular accurate Business Activity Statements (BAS).
- Prepare and lodge the annual FBT and workers compensation returns ensuring that they are accurate. Liaise with external bodies to gather relevant information in a timely manner to meet reporting deadlines.
- Issue monthly financial statements to budget holders as required.
- Prepare as Board papers monthly profit & loss statement, balance sheet, cashflow budget update and debtors aging reports each compared with budget and prior-year to date results.
- Monitor bank accounts and prepare monthly cash flow forecasts as required.
- Inform the Principal of inherent risks, errors and omissions in any returns.

2 General ledger maintenance and control

- Regularly review internal controls to ensure that they are adhered to and maintained.
- Make recommendation to Principal on improvements to processes and general level of accountability.
- Ensure that accounts payable are processed within trading terms and in accordance with the School's delegations.
- Ensure approved School loans are accounted for appropriately.
- Prepare and maintain accurate monthly general ledger reconciliations.
- Prepare and maintain bank reconciliations as required, ensuring approval by the Principal on a monthly basis.
- Prepare month end accounting entries, ensuring approval by Principal.
- Prepare monthly statements for approval by Principal as part of month end checklist and rollover procedures.
- Ensure ongoing maintenance and reconciliation of the School Asset Register, including Annual audit of School Assets and their condition.

3 Accounts receivable

- Prepare school fee invoices, ensuring that they are accurately prepared and dispatched on a timely basis.
- Ensure all fees and charges are levied and collected in a timely manner in accordance with the School's policies.

- Undertake where appropriate, the collection of outstanding fees in accordance with School policy and liaise with the Principal on write-off of bad debts as required.
- Assist/advise staff re costing of excursions, fundraising activities and GST implications associated with these activities.
- Undertake regular reviews of costs associated with these activities and recommend increases as appropriate.
- Evaluate requests for fee relief and recommend these to the Principal and Board for consideration.

4 Budgets

- Liaise with all stakeholders to gather relevant information to support budget preparation.
- In conjunction with the consultant, prepare a Mid-Year Budget Review (MYBR) for submission to Principal and Board.
- Input approved budget into financial database and allocate accordingly.
- Monitoring variances against budget and report as required.
- Prepare operating budgets to support significant financial proposals as requested by the Principal.
- Monitor Budget expenditure and follow up budget exceptions with budget managers.
- Ensure all authorised purchase orders and expenditures are within the approved budget and are covered by available funds.

5 Human resources

- Advise the Principal on new and existing staff salary levels and condition of employment in accordance with relevant Awards and employment contracts.
- Liaison with staff on employment and Industrial Issues, including salary packaging, superannuation requirements etc.
- Manage Cleaning and Maintenance staff and contractors.
- Workers compensation claims are processed efficiently.

6 Payroll

- Prepare salary records and pay for all staff using MYOB or other financial software.
- Administer all staff salary sacrifice arrangements and liaise with external provider as required.
- Keep informed of all award changes, benefits and conditions of service.
- Process all leave entitlements and provide advice/assistance to all staff as required.
- Create payroll reports and submit to Principal for approval.

7 Government Grants

- Be familiar with government funding/grants that may be accessed by the School.

- Assist in the preparation of applications for funding as required.
- Prepare accountability requirements for funding and collating data for required documentation.
- Assist with compliance with all statutory requirements concerning funding.
- Assist in compiling records and returns.

8 Reception duties - backup

- Provide backup reception duties, welcoming parents and children, and staffing sickbay when Reception staff member is away.
- Participate in roster to ensure administration office is staffed between 8am and 5:30pm. Early starts require fulfilment of reception duties until arrival of Reception staff member.

9 Other Functions

- Participate in job and performance review processes and attend appropriate training and professional development.
- Comply with Milkwood's staff Code of Conduct.
- Development of positive and effective working relationships with staff and families. As the 'face' of Milkwood the successful candidate will present a professional image and creates a welcoming, warm and positive first impression.
- Other duties, as required from time to time.

Hours of work:

- Either Enrolments & Administration Officer or Finance Manager must be present in office between 8am and 5:30pm. Late start or late finish to be rostered, to ensure at least one of these staff members are present between those hours.

SELECTION CRITERIA

Essential

1. Demonstrated experience in a similar role, with proven knowledge of management accounting, auditing and Legislation.
2. Strong experience in financial and accounting software, such as MYOB and Xero, and in Microsoft Office suite.
3. Proven capacity to solve unforeseen problems, recognising opportunities, recommending innovative proposals and progressing implementation of plans.
4. Demonstrated excellent oral and written communication skills
5. Demonstrated ability to work harmoniously within a team environment.

6. Strong ability to foster relationships, with cross-cultural sensitivity and an ability to maintain confidentiality and tact.
7. Ability to think strategically, to analyse and manage data, to make sound judgements and to routinely report progress to internal stakeholders
8. Demonstrated well developed organisational skills, including the ability to work with minimum supervision, identify priorities and meet deadlines

Desirable

9. Tertiary qualifications in a relevant discipline (e.g. business accounting/finance)
10. Previous experience in School environment or similar role
11. Familiarity with approach and philosophy of Steiner education.
12. First Aid / anaphylaxis certificate

Successful applicants must have current Working with Children check and National Police Records check.