



# Saint Ignatius College Geelong

## Role Statement

### Finance and Administration Manager

#### Context

Saint Ignatius College, Geelong is a co-educational school located in a beautiful rural Bellarine landscape. It is proud of its unique position in the Geelong region where young men and women can work together in a vibrant learning community. A Jesuit Companion School of over 1400 students, our purpose is to form young people of competence, conscience, and compassion.

Every staff member at Saint Ignatius College Geelong is expected, at all times, to support the:  
College's Catholic Ethos, College's Child Safe Policies and Procedures  
College's Ignatian Ethos, CECV Statement of Principles Regarding Catholic Education

Saint Ignatius Learning and Teaching Policy states

At Saint Ignatius College staff will possess an understanding of their students, have a deep knowledge of the content that they teach and ensure best practice. This will be achieved through professional engagement with the College and wider community.

- Saint Ignatius College Staff will possess an understanding of their students.
- Saint Ignatius College staff will have a deep knowledge of the content that they teach.
- Saint Ignatius College staff will pursue best practice.
- Saint Ignatius College staff will achieve this through professional engagement.

#### Overview of Role

The Finance and Administration Manager is a key role responsible for overseeing financial operations and administrative functions within the school. This position ensures efficient resource management, compliance with policies, and alignment with the school's mission.

**Reports to:** Business Manager

**Direct Reports:** Accounts payable / Accounts receivable / Reception staff / Payroll

This position description is a guide only and not an exhaustive list of duties. It is subject to review and modifications by the Principal or Business Manager in response to the changing needs of the college.

#### Administration

- Manage and lead the reception team, in presenting highly professional, welcoming, and helpful service that clearly demonstrates the values of the College in the Saint Ignatius traditions.
- Effectively plan and manage the various administration projects and procedures, meeting deadlines and ensuring quality of outcome.
- Oversee the First aid office and services provided by the College.
- Review and develop office systems and procedures in conjunction with the Business Manager.
- Management of College Archives.

#### Financial Management

- Oversee Accounts Receivable function, ensuring the integrity of debtor and billing processes, ongoing monitoring and reporting, to minimise the loss of income from debtors. Oversee bus services and conveyance reporting.
- Oversee the Accounts Payable function, ensuring the integrity of all payments to creditors in accordance with agreed vendor terms.
- Oversee Camp and Excursion Funding (CSEF)



# Saint Ignatius College Geelong

## Role Statement

### Finance and Administration Manager

- Preparing and entering monthly journals in adherence to the guidelines provided by MACS.
- Quarterly reconciliation of General Ledger Accounts including bank accounts and credit cards.
- Liaise with stakeholders to manage the camp/curriculum and capital budgets.
- Ensure the timely and accurate completion of all Government, statutory and tax obligations for submission by the Business Manager. Specifically, monthly BAS and Fringe Benefit Tax (FBT) return.

#### Payroll

- Oversee the payroll function in accordance with agreed employment terms and conditions and including all salary packaging, superannuation, WorkCover premium and other reporting obligations.
- Sign off on payroll reports and payments.
- Implement appropriate controls around payroll changes.

#### Other Duties

- As directed by the Principal and/or Business Manager.

#### Commitment to Child Safety

Victorian Catholic Schools are child safe environments. Saint Ignatius College Geelong actively promotes the safety and wellbeing of all students, and all staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. The Saint Ignatius College Geelong Child Safety and Wellbeing Policy and Child Safe Code of Conduct are available on the College website.

Staff must

- Have a demonstrated understanding of Victoria's 11 Child Safety Standards
- Have a demonstrated understanding of appropriate behaviour when engaging with children.
- Be familiar with legal obligations relating to child safety, including Mandatory reporting and other obligations.
- Be a suitable person to engage in child-connected work.

#### Child Safety and Pastoral Care

- Provide students with a child-safe environment.
- Be familiar with and comply with the College's Commitment to Child Safety, Child Safety Policy, Safeguarding Children and Young People - code of conduct, and any other policies or procedures relating to child safety.
- Maintain currency of Child Safe training
- Demonstrate a duty of care to students in relation to their physical and mental wellbeing.
- Proactively monitor and support student wellbeing
- Be an active participant in the College's pastoral care system and in a manner which reflects Ignatian values.
- Implement strategies which promote a healthy and positive learning environment.
- Attend all school assemblies.
- Attend school liturgical celebrations.
- Attend school organised activities relevant to house or year level, as required.
- Responsibility for the behaviour of all students
- Responsibility for the appearance of all students and to model appropriate dress by adhering to the dress code policy as published in the staff handbook.



# Saint Ignatius College Geelong

## Role Statement

### Finance and Administration Manager

<b>Time Allocation:</b>	Full-time Ongoing Category C Hours 8.15am to 4.30pm (40 minutes for lunch)
<b>Remuneration</b>	According to Catholic Education Multi-Enterprise Agreement 2022 (CEMEA)

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification by the Principal, in response to the strategic direction of the College and the development of the skills and knowledge of the position, including the changing needs and in consultation with the incumbent.

#### **Other requirements & qualifications**

- Valid Working with Children Check
- Valid National Police Record Check every 5 years.
- Mandatory reporting – compliant certificate annually
- Level 2 First Aid
- Experience in School finance and administration is desirable but not essential.
- CA/CPA is desirable but not essential.