



La Salle College

Touching Hearts, Teaching Minds, Transforming Lives

ROLE DESCRIPTION

Director of Finance and Administration

ACCOUNTABLE TO: The Principal
ROLE DEVELOPED: September 2019

LA SALLE COLLEGE

We are a co-educational secondary College situated in the picturesque Swan Valley Region of Western Australia. Since its inception by the De La Salle Brothers in 1954, La Salle College has grown to become a wonderfully diverse learning community with an enrolment of over 1,400 students from Years 7 to 12. We are blessed to have beautiful facilities and grounds that serve as a backdrop for all that happens on our campus.

As a College, we are inspired by the charism of St John Baptist de La Salle, who emphasised God's unconditional love in his work with young people. It is this love and belief in the dignity of each child that motivates us to provide an environment of both high support and high challenge; a place where students will learn to value both excellence and the work ethic that is required to achieve their full potential. It is our dedicated staff and teachers who enable our students to be the best they can be, through the rich and diverse array of learning opportunities offered inside and outside of the classroom.

CONDITIONS OF SERVICE

Commencement: 1 January 2020 or by negotiation
Salary: To be negotiated
Conditions: Common Law Contract
Category: Fixed term with possibility of extension
Tenure: An initial term of five years, pending probationary period review

SELECTION CRITERIA

Persons appointed to the position of Director of Finance and Administration must:

- Have tertiary accounting qualifications and professional membership (CA or CPA).
- Have demonstrated experience in a similar Senior Finance role.
- Be a confident self-starter who focuses on professional and personal development.
- Demonstrate a high level of verbal and written communication, analytical and problem-solving skills.
- Demonstrate appropriate leadership competencies to achieve the Key Areas of Accountability listed in the Role Description.
- Minimum 10 years' experience in a professional financial capacity in a business environment.
- Minimum 5 years demonstrated ability leading, coaching and mentoring whilst working as part of a team to achieve business outcomes and develop strong stakeholder relationships.

Role Outline

The Director of Finance and Administration actively supports the Principal in contributing to all key decisions taken by the Senior Leadership Team in the strategic leadership of the College.

The role of Director of Finance and Administration also exists to provide support, advice and counsel to the Principal in all matters pertaining to the financial leadership and administrative management of the College. Specifically, the Director of Finance and Administration is delegated responsibility for the strategic financial

positioning of the College and management of finances to optimise educational outcomes for students whilst maintaining a sustainable and affordable provision of Catholic Education at La Salle College.

The Director of Finance and Administration engages with the educational narrative at the senior leadership level. In responding to the requirement to allocate resources to the teaching and learning enterprise, the Director of Finance and Administration understands the drivers of the educational narrative in a Catholic school setting.

The Director of Finance and Administration is directly accountable for a range of financial and administrative services which include responsibility for financial management systems, budgets, investment strategy, business systems, development and maintenance of plant and equipment, ICT infrastructure, financial risk management and records management.

The Director of Finance and Administration is a member of the La Salle College Senior Leadership Team and shares responsibility for the Catholic identity of the College and spiritual and faith leadership within the College Community, informed by the charism of Saint John Baptist de La Salle as an expression of the Gospel message of Jesus. The Director of Finance and Administration articulates the mission, ethos and educational goals of La Salle College and gives witness to the distinctive educational, moral and social purpose of the College within the evangelising Mission of the Church.

In being both proactive and responsive to changes in the College's operating environment, the Principal may, from time to time, require the performance of other duties.

Key Accountabilities

1. Key Accountability One – Proactive Proactive Business Strategy for Operational Excellence

- 1.1. Ensures strategic business planning and analysis, accurate financial reporting and controlling, and proper risk assessment and planning in line with legal and company requirements.
- 1.2. Develops financial models and detailed planning for a sustainable and continuously improving financial position within the context of current and proposed funding arrangements for non-government schools.
- 1.3. Provides financial and administrative leadership to support informed management decision-making and ensures finance policy, systems and hardware are fit-for-purpose and effective.
- 1.4. Develops, monitors and provides evidence-based reporting on key financial performance measures to ensure that the Principal, Senior Leadership Team and College Board are fully informed of all financial information necessary to understand the financial performance of the College versus budgets and other targets.

2. Key Accountability Two – Sound Budgeting and Financial Management

- 2.1. Provides accurate and timely financial reports to the Senior Leadership Team and College Board as required to enable informed management decision making.
 - 2.2. Undertakes financial scenario planning and prepare strategically to provide insights for future financial planning and sustainability.
 - 2.3. Commissions and monitors internal and external audits, and ensures appropriate insurance coverage is in place.
 - 2.4. Develops and implements approaches which motivate team members and develops their understanding of, and commitment to, functional goals and broader business imperatives.
 - 2.5. Implements rigorous approaches which ensure financial and statutory obligations and other internal/external compliance requirements are met and that the College's financial system is maintained and general ledger is reconciled and reviewed to ensure the integrity of the College's financial systems.
 - 2.6. Develops, deploys and maintains a suite of policies and procedures for effective management of the financial and accounting systems and functions.
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- 2.7. Prepares timely, relevant, and accurate internal and statutory financial statements and management reports including cash flows for strategic plans, annual targets, latest estimates and actuals.
- 2.8. Directs the completion of the year-end audits and preparation of tax returns (Income tax, GST, FBT, WHT, Payroll tax).

3. Key Accountability Three – Sustainable Infrastructure and College Facilities

- 3.1. Demonstrates a highly strategic approach to enrolments and their use in financial modelling and scenario planning.
- 3.2. Engages others effectively in generating new ideas and developing innovation and improvement.
- 3.3. Ensures a strategic oversight of the College Facilities Management Program to ensure appropriate planning, on-going maintenance and development of school facilities, grounds and equipment.
- 3.4. Works with the Principal to ensure the facilitation and development of the Capital Development Plan in its staging and resourcing.
- 3.5. Ensures the delivery of a coherent strategy, aligned with mission and values, for school-wide infrastructure sustainability into the future.

4. Key Accountability Four – Planning and Development

- 4.1. Deploys action plans to achieve key strategic financial objectives aligned with the College's Strategic Plan.
- 4.2. Oversees the delivery of a coherent strategy, aligned with mission and values, for school-wide financial and infrastructure sustainability into the future.
- 4.3. Fosters and develops a culture and practice of building and maintaining strategic alliances and partnerships with a broad range of Church and external organisations and agencies.
- 4.4. Implements the College's performance review process with each team member in the Finance and Administration Team and documents performance and development plans.
- 4.5. Contributes to the leadership and development of the College Strategic Plan and relevant aspects of the College's Annual Improvement Plan and Annual Report.

5. Key Accountability Five – Information and Communication Technologies (ICT)

- 5.1. Leads the continual update, resourcing and implementation of the ICT Master Plan.
- 5.2. Leads IT strategic and tactical planning to ensure that MAZE software and other business systems and tools are implemented, maintained and upgraded to enable optimal data storage, analysis, retrieval and reporting.
- 5.3. Adopts strategic and sustainable approaches to the sourcing, funding and support for ICT hardware, software and infrastructure taking account of emerging educational imperatives.
- 5.4. Serves as Chairperson of nominated committees and working parties.

6. Key Accountability Six – Records Management

- 6.1. Implements and monitors systems and approaches for the effective distribution, storage, display and archiving of system information and knowledge to improve organisational outcomes and learning.
 - 6.2. Maintains and continually develops highly effective business technologies, applications and practices providing historical, current and predictive reports of the operations of the system.
 - 6.3. Maintains and develops in line with emerging technologies, contemporary office systems and best practice procedures to provide effective and accessible communication systems.
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7. Key Accountability Seven – Financial Risk Management

- 7.1. Delivers, in close collaboration with the Senior Leadership Team, highly effective processes to monitor, evaluate and mitigate potentially significant strategic risks and leverage emerging opportunities.
- 7.2. Maintains a coherent and rigorous Financial Risk Management Strategy consistent with best practice criteria.

8. Key Accountability Eight – Engaging and Working with the Community

- 8.1. Develops strategies to ensure equity for all students and families within the College Community, understands the broader community within which the College resides and is aware of the cultural, social and political characteristics that inform the needs of students, families and carers and the challenges they face.
 - 8.2. Contributes to the re-visioning of the College as a centre for the New Evangelisation and shares and promotes this vision within the College and parish communities.
 - 8.3. Contributes to the development of a College environment that is welcoming, hospitable, life-giving and just.
 - 8.4. Develops and maintains structures for effective liaison and consultation within the College and wider community.
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