

Finance Manager

Location: Coast Christian School, NSW, Australia

Job Type: Part-time (one or two days per week)

About Us:

Coast Christian School is a growing Prep to Year 6 school on the beautiful Central Coast. As we continue to grow and evolve, we are seeking a skilled and dynamic Finance Manager to join our team.

Position Overview:

The Finance Manager is a key member of the school's leadership team, responsible for overseeing the financial aspects of the school. The ideal candidate will have a strong background in financial management, excellent organizational skills, and a passion for supporting the educational mission of the school.

Key Responsibilities:

- Oversee accounting functions including:
 - Accounts payable
 - Processing of fees, including rebates & family payment plans
 - Following up on outstanding debtors.
 - Process fortnightly payroll,
 - Paying & monitoring superannuation & PAYG,
 - Calculation of Annual leave, sick leave and Long Service Leave
 - Quarterly BAS
 - Bank reconciliations
- Develop and manage the annual budget in collaboration with the Principal and School Board.
- Prepare monthly and annual financial reports for the Principal, Audit & Risk Committee and School Board.
- Monitor cash flow and financial performance.
- Oversee both the Federal and State funding reporting and accountability functions and requirements including Financial Questionnaire and Census
- Oversee contracts for Maintenance and cleaning
- Ensure Insurances are up to date & relevant and declaration form is submitted on time.
- Calculate & maintain Workers Compensation declarations/records
- Administer staff recruitment, contracts, and payroll processes.
- Attending Audit & Risk Committee meetings
- Audit – providing up to date financial system to auditor, including working papers

Qualifications:

- Qualifications in Business Administration, Finance, Accounting, or a related field (CPA or equivalent qualification preferred).
- Minimum of 5 years of experience in a financial management role, preferably within an educational or non-profit environment.
- Strong knowledge of financial management, budgeting, and accounting principles.

- Excellent organizational and time-management skills with the ability to manage multiple tasks and priorities.
- Proven ability to work collaboratively with diverse teams and stakeholders.
- Proficient in financial software Xero and Microsoft Office Suite; experience with school management systems is a plus.
- Strong communication skills, both written and verbal, with the ability to present financial information clearly to non-financial stakeholders.