



## THE SCOTS COLLEGE

*"In seeking to serve God faithfully, the Scots College exists to inspire boys to learn, lead and serve as they strive for excellence together"*

Scots to the Fore: Brave Hearts, Bold Minds – Our Strategic Intent 2016-2025

Position Title:	Director of Finance and Risk
Department:	Office of the Principal
Location:	Bellevue Hill
Reports to:	Principal
Functional Relationships:	As a member of the College Executive Team the Director of Finance and Risk works effectively and collaboratively with all units across the College. A close functional relationship must be maintained within the Office of the Principal and the Finance Office.
Date Position Description Approved:	27 September 2021

### **Primary purpose of this role**

The Director of Finance and Risk is a senior staff member of the College with responsibility for the Finance and Risk structures across the College and must support the College Strategic and Operational Plan.

## Key accountabilities

As the leader of the Finance and Risk functions of the College, the Director of Finance and Risk will support the Principal, College Council and other members of the College Leadership Team with the following areas of accountability:

### 1. Cultural Leadership

In conjunction with the Principal and other members of the Executive Leadership Team:

- Promote, develop and protect the vision, beliefs, ethos and educational tradition in every aspect of The Scots College life
- Wholeheartedly support the religious affiliation and spiritual life of the College
- Create and maintain a climate of care and hospitality for all branches of the College family
- Model Christian values in all dealings
- Encourage the development of social conscience as an essential aspect of the College operation
- Ensure that College policy and practice nurture respect for difference in all its forms – gender, race, talent, religion, culture
- Promote a sense of collaboration and affinity with the Presbyterian Church in general

### 2. Financial Management

- Ensure that the College financial records are adequately kept and audited Financial Statements are prepared
- Provide leadership and supervision of the College financial operations and the Finance Office ensuring the highest possible standard
- Continue to align financial strategies to strategic development priorities;
- Manage the College's cash, investments and cash-flows
- Support the Principal in establishing adequate financial controls, including control over cash, recurrent and capital expenditure and investment
- Monitor government funding policies and requirements and ensure effective action in securing the College's entitlements, particularly in terms of special purpose programs and national priorities
- Oversee the financial administration of the College's Insurance, Superannuation and all Statutory taxes
- Oversee the financial administration of the College's major contracts
- In collaboration with the Principal:
  - Ensure that all tuition and other fees are appropriately invoiced and collected, and that the dealings with families experiencing hardship are handled with the highest possible standard of care and responsibility at all times
  - Ensure that the financial resources for teaching and learning are developed and maintained to the highest possible standard at all times

- As directed by the Principal provide support to the College Council and its Committees, including:
  - Exercising active membership of the College Finance Committee and providing accurate and up-to-date reports to the committee as required
  - Attending meetings of the College Finance Committee, acting as its secretary, and putting effect to its deliberation and those of the College Council
  - Working closely with the College Foundation in support of it's activities and investment of funds
  - Providing financial analysis of the College's operations as required by the Principal, the College Finance Committee and the College Council

### 3. Accounting and Financial Reporting

- Prepare the various financial statements for the authorities to which the College reports, including the Finance Committee, Trustees of the College and the Presbyterian Church and the State and Federal Governments
- Implement effective ongoing procedures that ensure that the College meets all of its financial statutory requirements and reporting

### 4. Strategic Planning and Budgeting

As a member of the College Executive Leadership team:

- Develop and implement an effective process of budget development and approval in collaboration with the Principal and the College Executive
- Implement effective procedures for the involvement of other members of the College Leadership Team and relevant middle management personnel in the annual budget development process
- Prepare operating and capital expenditure budgets for approval by the Principal and the College Financial Committee
- Supervise the implementation of all College budgets, provide cost centre leaders with regular accurate reports and ensure that the College's finances meet approved budget guidelines
- Role model best practice in support of the College's Strategic, Operational and Master planning processes, including preparation of mid and long term financial planning for consideration by the Principal, the College Finance Committee and the College Council
- Actively participate with the Principal in the development of strategic planning and business case modelling for new initiatives and projects.

## 5. Systems Development and Process Enhancement

- Building and maintaining an effective, rigorous and transparent approach to financial management with an emphasis on modelling, systems and processes, which gains and holds the confidence of all key stakeholders;
- Design, implement and maintain up-to-date management accounting and reporting systems as well as budgeting control and expenditure procedures
- Ensure continuous improvement and development of College financial operations
- Provide direction and efficient procedures for purchasing to provide materials, equipment and services for the College to function economically but with due regard to quality

## 6. General Financial Management

- Formulate, with the Principal and the College Finance Committee, policies and procedures governing financial relations with the students, parents, staff, suppliers and contractors
- Provide financial expertise and executive support to the College Parents and Friends Association and all other support groups when/where required
- Work closely with the Principal in support of the College fund raising activities and appeals and the appropriate investment of funds

## 7. People Management

- Provide financial leadership and supervision of Finance Office staff, including appropriate delegation of finance operational tasks, duties and responsibilities within the Finance office in line with the organisational structure of the College
- Role model best practice in regard to relevant WH&S legislation and communicates knowledge on WH&S requirements to relevant staff

## 8. External Relations

- Maintain regular contact with the Church Office, College bankers, legal advisers, insurance and auditors for the purpose of effectively managing the College's financial position
- Setting and achieving high standards of customer experience, compliance, effectiveness and efficiency with an emphasis on our finance functions

## 9. Team Leadership

- Exercise effective team leadership, communication and training in the development and support of the Finance Team, campus leaders and with other teams within the organisational structure of the College

## 10. Risk Management

- Management of strategic risks across the campuses
- Management of documentation and compliance requirements for all visitors to the campus including college staff, contractors and consultants, parents and any other persons requiring access to the Bellevue Hill campuses.
- Implement a risk management framework, policies and procedures
- Liaise with the College Executive Leadership Team in all aspects of risk management

### **Performance Review Conditions**

The appointee to the position of Director of Finance will be required to participate in the annual Performance Review Program. An external Performance Review will be conducted at the request of the Principal.

### **Special Requirements**

The nature of this position is such that the Director of Finance is required to be available outside the 'normal' school hours, is required to participate fully in the life of the school, to attend meetings and make presentations when necessary.

The Director of Finance will, from time to time, be asked to take on extra duties that are assigned by the Principal.

### **Competencies and skills**

- Ability to work flexibly in order to meet the varying and developing demands of the role
- Ability to maintain confidentiality
- Ability to make improvements to improve efficiency and current processes where deemed necessary
- Strong customer service skills
- An ability to work autonomously and as part of a team
- Effective interpersonal and communication skills
- Strong attention to detail and meeting deadlines
- Ability to learn and use various IT systems including Synergetic, MyRecruitment Plus, Scots Services Ticketing System