



LA SALLE COLLEGE ROLE DESCRIPTION

Director of Finance and Administration

ACCOUNTABLE TO:	Principal
DEPARTMENT:	Senior Leadership Team
EMPLOYMENT CONDITIONS:	Contract of Employment
TENURE:	An initial term of five years, pending a successful probationary review

OUR FAITH AND LASALLIAN VALUES

Faith | Excellence | Service

As a College staff, we've been given the gift of nurturing the young minds and hearts of our students and helping them realise their value, individuality and the positive impact they can have on the lives of others. The teachings and values of Christ underpins everything we do, who we are, what we stand for and the actions we take.

Through our programs, teachings, behaviours and actions, we encourage our College community to discover more about the Catholic faith and inspire them to realise their best self and live not by their fears but by their hopes, not by their words but by their deeds.

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. Within the role, they provide support, advice and counsel to the Principal in matters pertaining to the financial leadership and administrative management of the College. Specifically, the Director of Finance and Administration has 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.

As a member of the Senior Leadership Team, the Director of Finance and Administration shares responsibility for the Catholic identity of the College as well as spiritual and faith leadership within the 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 engages with the educational narrative at the executive leadership level, they understand the drivers of education in a Catholic school setting and respond strategically to allocate resources to the teaching and learning enterprise.

The Director of Finance and Administration is directly accountable for a range of financial and administrative services within the College including finance, administration, ICT, properties, canteen and uniform shop. The Director of Finance and Administration provides high-level managerial skills to successfully manage and coordinate their teams. In being both proactive and responsive to change, the Principal may, from time to time, require the performance of other duties.

KEY ACCOUNTABILITIES

1.0 CATHOLIC IDENTITY AND MISSION

- 1.1 Gives witness to the distinctive educational, moral and social purpose of the College within the evangelising Mission of the Church
- 1.2 Provide exemplary Christian and professional leadership for all members of the College community
- 1.3 Actively works to promote the charism of Saint John Baptist de La Salle and the mission and life of the Catholic Church within the College
- 1.4 Contributes to the re-visioning of the College as a centre for the New Evangelisation, shares and promotes this vision within the College and parish communities
- 1.5 Models and builds the capacity of staff and members of the community to articulate the mission of the Church and their confidence to name and discuss contemporary Church issues
- 1.6 Promotes and supports community outreach programs and social justice initiatives underpinned by Catholic Social Teaching
- 1.7 Seeks or maintains appropriate Accreditation aligned with CEWA policy
- 1.8 Promotes the adoption of civic virtue, high educational standards and the pursuit of excellence in the College community

2.0 STRATEGIC LEADERSHIP

- 2.1 Undertakes proper strategic business planning and analysis, accurate financial reporting and controlling, and risk assessment and planning in line with legal and College requirements
- 2.2 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
- 2.3 Works successfully with other Senior Leadership Team members to champion and drive the strategic objectives of the College
- 2.4 Assists in the development and implementation of the College Strategic Plan
- 2.5 Provides financial and administrative leadership to support informed management decision-making and ensures finance policy, systems and hardware are fit-for-purpose and effective
- 2.6 Develops, monitors and provides evidence-based reporting on key financial performance measures to ensure that the Principal, Senior Leadership Team and College Advisory Council are fully informed of all financial information necessary to understand the financial performance of the College versus budgets and other targets
- 2.7 Demonstrates a highly strategic approach to enrolments and their use in financial modelling and scenario planning
- 2.8 Deploys action plans to achieve key strategic financial objectives aligned with the College's Strategic Plan
- 2.9 Oversees the delivery of a coherent strategy, aligned with mission and values, for school-wide financial and infrastructure sustainability into the future
- 2.10 Fosters and develops a culture and practice of building and maintaining strategic alliances and partnerships with a broad range of Church, external organisations and agencies
- 2.11 Implements the College's performance review process with each team member and documents performance and development plans

- 2.12 Contributes to the leadership and development of the College Strategic Plan and relevant aspects of the College's Annual Improvement Plan and Annual Report
- 2.13 Engages others effectively in generating new ideas and developing innovation and improvement

3.0 FINANCIAL MANAGEMENT

- 3.1 Provides accurate and timely financial reports to the Senior Leadership Team and College Advisory Council as required to enable informed management decision making
- 3.2 Undertakes financial scenario planning and prepares strategically to provide insights for future financial planning and sustainability
- 3.3 Develops and implements approaches that motivate team members and supports their understanding of, and commitment to, functional goals and broader business imperatives
- 3.4 Implements rigorous approaches which ensure financial and statutory obligations and other internal/external compliance requirements are met, 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
- 3.5 Develops, deploys and maintains a suite of policies and procedures for effective management of the financial and accounting systems and functions
- 3.6 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
- 3.7 Directs the completion of the year-end audits and preparation of BAS and FBT
- 3.8 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
- 3.9 Maintains a coherent and rigorous Financial Risk Management Strategy consistent with best practice criteria

4.0 PROPERTY MANAGEMENT

- 4.1 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
- 4.2 Works with the Principal to ensure the facilitation and development of the Capital Development Plan in its staging and resourcing
- 4.3 Ensures the delivery of a coherent strategy, aligned with mission and values, for school-wide infrastructure sustainability into the future
- 4.4 Provides effective management and development of the school's facilities including external leases and maintenance resources
- 4.5 Arranges all leasing as required including motor vehicle fleet management and computer equipment
- 4.6 Coordinates property management activities in relation to the external hiring of school facilities and equipment
- 4.7 Advise on general property matters
- 4.8 Responsible for the preparation of a maintenance schedule for all capital property and oversight of maintenance works

- 4.9 Develops and maintains Asset Register and Depreciation Schedules
- 4.10 Ensures the security of the school by monitoring the risk of fire and theft and maintaining a monitored alarm system, keying system and key register
- 4.11 Manages the maintenance function of the school buildings and grounds to ensure a safe and pleasant environment that supports the good education of students
- 4.12 Manages the cleaning function of the school to ensure that the cleaning is maintained at a high standard

5.0 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 all critical 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

6.0 RISK AND COMPLIANCE

- 6.1 Commissions and monitors internal and external audits and ensures appropriate insurance coverage is in place
- 6.2 Review insurances and cover on an annual basis ensuring the College is adequately covered
- 6.3 Oversee effective risk management practices including Chairing the College Workplace Health and Safety Committee
- 6.4 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
- 6.5 Maintains and continually develops highly effective business technologies, applications and practices providing historical, current and predictive reports of the operations of the system
- 6.6 Maintains and develops in line with emerging technologies, contemporary office systems and best practice procedures to provide effective and accessible communication systems

7.0 ENGAGING AND WORKING WITH THE COMMUNITY

- 7.1 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
- 7.2 Successfully oversees and manages the public reception and student administration teams
- 7.3 Contributes to the development of a College environment that is welcoming, hospitable, life-giving and just
- 7.4 Develops and maintains structures for effective liaison and consultation within the College and the wider community

SELECTION CRITERIA

The individual appointed to the position of Director of Finance and Administration must:

- Be fully supportive of the objectives and ethos of Catholic Education
- Hold appropriate tertiary accounting qualifications and professional membership (CA or CPA)
- Have demonstrated experience in a similar Senior Finance role
- Have property management experience, preferably with the maintenance of ageing facilities and new works
- Have a minimum 10 years' experience in a professional financial capacity in a business environment
- Have a 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
- 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
- Hold and maintain a Working with Children Check and Nationally Coordinated Criminal History Check

DOCUMENT CONTROL

Version: 2.0 Reviewed: Nov 2024 Next Review: Nov 2025 Reviewed By: HR