



Coffs Coast Community College Inc.

ABN: 21 004 738 403

Level 1, City Square, 66-90 Harbour Dr, Coffs Harbour



Position Description

Position Title:	Finance Manager
Reports to:	General Manager/ Principal/ Public Officer
Direct Reports:	Nil (may be assigned in future)
Working relationships:	Board sub-committee, Managers Offices of Quality, Administration and Technical Staff, Head Teacher, Internal Teachers, Trainers, Students, Parents/Caregivers, External agencies and Departments.
Position Purpose:	
<p>The primary aim of this role is to manage the Financial operations and performance of the Incorporated Association known as Coffs Coast Community College Inc. and Coffs Coast Alesco School. This includes responsibility for and provision of all finance and accounting services and related functions as befits an Incorporated Association with a Registered Training Organisation (RTO) and a small Independent School - while ensuring that said provision meets all legislative and regulatory requirements. This includes but is not limited to supporting the General Manager/Principal/Public Officer -and the Board if so directed – and working as a member of the Management team. It is expected that you will participate and at times lead strategic, operations and tactical planning for this function and in support of business objectives. It is also expected that, as a member of the Management team, you will assist in the smooth operations of our Incorporation and manage staff if and when assigned.</p>	

DUTIES:

1. Establish and maintain quality systems, compliance and assurance for all Financial and Accounts functions to meet the legislative and regulatory requirements of an Incorporated Association, an RTO and small Independent School
2. Maintenance and operation of a robust financial management, accounting and reporting systems including all aspects of payroll and related records management as befits this business context
3. Proactively identify potential financial, regulatory and legislative issues and work within a risk management and knowledge management context
4. Build the knowledge and financial acumen of all Staff
5. In conjunction with the Management team, establish and maintain budgets, with eventual ownership of the budgetary process and outcomes, to assure ongoing financial viability
6. Work collaboratively and productively as a member of the Management Team and in support of the directives of the General Manager/Principal/Public Officer
7. Participate in a range of professional development activities relevant to this role and the business of the Incorporation
8. Further continuous improvement and wise practice in financial management
9. Other duties as directed.

PERFORMANCE REVIEWS:

It is expected that the Finance Manager and General Manager/Principal/Public Officer will meet regularly and therefore have regular performance management conversations. In addition, more formal performance management reviews will normally occur annually and be determined at the discretion of management.