



Inform Yourself - Transform Your Life

Coffs Coast Community College Inc.

ABN: 21 004 738 403

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



Selection Documentation - Finance Manager

Job Title:	Finance Manager
Responsible To:	General Manager/Principal/Public Officer
Hours of Work:	76 hours per fortnight
Employment Type:	Ongoing
Date Issued:	February 2019
Award Coverage:	<i>Educational Services (Post-Secondary Education) Award 2010</i>
Salary:	General Staff Level 8
1. Essential Criteria	<ul style="list-style-type: none"> • Ability to operate and maintain robust financial management, accounting and reporting systems as fits the business context • Knowledge and ability to operate within financial, regulatory and legislative frameworks and work within a risk management and knowledge management context • Strong interpersonal skills including organisational, communication, and time management • Ability to build the knowledge and financial acumen of all Staff • Proven innovative and imaginative problem solving skills • Ability to work unsupervised and as part of a team • Demonstrated effective use of MYOB and Microsoft Office programs • Ability to obtain a Working with Children Check and National Police Check
2. Desirable Criteria	<ul style="list-style-type: none"> • Knowledge of HR and Contract Law • Experience in an Education Setting – School and/or Registered Training Organisation (RTO) • Previous experience working with a Board • Knowledge and use of Xero • Sound critical incident management skills
3. Qualifications	<p>Essential: Bachelor of Accounting or Business or equivalent Desirable: Certified Practising Accountant (CPA)</p>