Job Description

Position	Reports To	Department	Date Approved
Finance Manager	Business Manager	Business and Operations	November 2026

Position Purpose

The purpose of this position is to provide operational leadership and management of the College's finance functions, ensuring the effective administration of accounts payable, accounts receivable, payroll, budgeting, procurement, financial controls, compliance and financial systems.

Reporting to the Business Manager, the Finance Manager leads the day-to-day financial operations of the College, ensuring financial processes are accurate, efficient, compliant and aligned with organisational objectives. The role provides financial advice and support to the Business Manager and College leaders, while working collaboratively with the College Accountant to support financial reporting, audit requirements, statutory compliance and long-term financial sustainability.

The position leads the Finance Team, maintains robust financial controls, oversees the accurate and timely processing of financial transactions, and supports informed decision-making through the provision of reliable financial information. Working closely with the Human Resources Manager and other College leaders, the role promotes sound financial stewardship, continuous improvement and compliance across the College.

Organisation Environment

Belmont Christian College operates within a unique and spiritually nurturing environment that combines strong academic and wellbeing foundations with Christian values. The College is a leading Christian P-12 school in the Newcastle region that has experienced growth in recent years with over 950 students and 150 members of staff.

This position forms part of the College's Business & Operations Leadership Team, comprising various managers responsible for distinct operational portfolios. As the recognised subject matter expert for Finance operations, the Finance Manager provides specialist advice and support to the Business Manager, Principal and other College leaders.

Under delegated authority from the Business Manager, the role is responsible for the effective operation, compliance, risk management and continuous improvement of its portfolio. While day-to-day responsibility is delegated to the position, overall accountability for Business & Operations governance and compliance remains with the Business Manager.

Members of the Business & Operations Leadership Team work collaboratively to deliver integrated operational services and support organisational effectiveness. In the absence of the Business Manager, the team operates collectively under the authority of the Principal and Deputy Principal to ensure continuity of leadership, operational stability and uninterrupted service delivery across the College, and may be required to assume additional authority in those situations.

Key Accountabilities

Area of Accountability	Major Activities	Performance Indicators
Christian Leadership	Demonstrate a Christ-like example in the College ensuring that: • All activities are undertaken with a strong Christian commitment and focus. • Christian servant leadership is exercised with staff, students, parents, and the wider community. • Perform day-to-day duties prayerfully and consistent with a Biblical lifestyle with the aim of bringing glory to God.	• Strategies and actions are aligned to the College's vision and purpose. • Conduct is aligned to behaviours outlined in the Statement of Faith and Codes of Conduct.
Finance Operations Leadership	• Lead and oversee the daily operations of the College finance function. • Ensure effective management of accounts payable, accounts receivable, payroll and procurement activities. • Develop and maintain efficient, customer-focused financial administration processes. • Identify and implement opportunities for continuous improvement and automation.	• Financial processes operate efficiently and accurately. • Service standards are achieved. • Continuous improvement initiatives implemented annually. • Internal customer satisfaction maintained.
Accounts Payable & Procurement	• Oversee supplier management, invoice processing, payment authorisation processes and corporate card administration. • Ensure procurement activities comply with College policies, financial delegations and Section 83C requirements. • Monitor aged creditors and supplier obligations. • Maintain strong financial controls and audit trails across all purchasing activities.	• No unauthorised or duplicated payments. • Payment deadlines consistently met. • Procurement compliance maintained. • No significant audit findings.

	• As required, provide support to the Facilities & Project Manager in the procurement contract process.	
Accounts Receivable, Fees & Debtor Management	• Oversee fee billing, debtor management, bursary administration and collection activities. • Monitor fee collection performance and payment arrangements. • Manage financial hardship and fee support processes in accordance with College policies. • Ensure debt management practices balance stewardship with pastoral care.	• Fee statements issued within established timelines. • Debtor collection targets achieved. • Financial support processes administered consistently. • Minimal billing errors
Payroll Leadership & Administration	• Lead and oversee the daily payroll operations in collaboration with the Human Resources Manager for accurate alignment to the NSW Christian Schools Multi Enterprise Agreement, along with National Employment Standards and Fair Work regulations. • Ensure payroll processing complies with College policies and processes, and provide an arms length checks and balances process in conjunction with the Payroll Officer and the Business Manager. • Oversee payroll controls, reporting and reconciliations. • Ensure payroll changes arising from employment contracts, classification changes and leave arrangements are implemented accurately.	• Payroll processed accurately and on time. • No significant payroll errors. • Legislative and MEA compliance maintained. • Payroll reconciliations completed within required timeframes.
Business Services	• Insurance - collaborate with the Facilities & Project Manager in relation to group insurance policy for assets, public liability, and students, including claims processing. Coordinate with the College's insurance broker regarding policy renewals, claims, and incident reports.	• Timely processing of insurance claims. • Compliance with insurance policies. • Effective communication with insurance brokers.

Budgeting, Forecasting & Financial Analysis	Support the Business Manager with Budgeting, Forecasting & FInancial Analysis by: • Monitoring annual operating and capital budgets usage, reporting any variances, anomalies or concerning trends to the Business Manager. • Supporting leaders in budget management and financial decision-making. • Assisting the Business Manager to prepare forecasts and financial modelling. • Preparing data to assist the Business Manager to analyse financial performance and identify trends, risks and opportunities.	• Budgets completed within agreed timelines. • Forecast accuracy maintained. • Timely and accurate management reporting. • Recommendations support informed decision-making.
Financial Governance & Compliance	Support the Business Manager to implement sound financial governance & compliance by: • Maintaining sound financial controls and compliance frameworks. • Ensuring adherence to ISNSW Model Financial Controls, Section 83C Education Act requirements and College policies. • Overseeing audit preparation and implementation of recommendations. • Maintaining financial policies, delegations and procedures. • Assisting in the preparation of government (statutory) reporting as required. • Overseeing accurate calculation and timely payment of tax obligations (FBT, GST, PAYG)	• No significant compliance breaches. • Financial policies regularly reviewed. • Strong internal control environment maintained • Statutory reports are submitted accurately and on time.
Financial Systems & Data Integrity	In consultation with the Business Manager and the College Accountant, have oversight of the College finance system, payroll system, and other related financial systems: • Maintain user access controls and system integrity. • Implement and Improve financial reporting capability and process automation. • Ensure appropriate documentation and audit readiness.	• Financial systems operate reliably. • Data integrity maintained. • User access reviews completed. • Reporting capability continuously improved.

Financial Reporting & Business Support	Support the Business Manager and College Accountant in preparation of monthly, quarterly and annual reports. • Prepare operational financial reports and analysis for leaders/board. • Contribute to long-term financial planning and business improvement initiatives. • Provide financial advice to budget holders and stakeholders.	• Reports delivered accurately and on time. • Stakeholders receive effective financial support. • Data-driven recommendations provided. • Positive contribution to College objectives.
Finance Team Leadership & Capability Development	• Lead, supervise and develop the Finance Officers. • Establish priorities, allocate workload and monitor performance. • Provide coaching, mentoring and professional development opportunities. • Foster collaboration between the Finance Team, College Accountant and Human Resources Manager.	• Finance team operates effectively. • Staff performance expectations achieved. • Professional development plans completed. • Positive staff engagement and retention outcomes.

Key Communications

Internal communications

- **Business Manager:** to report to and seek strategic and/or operational advice and guidance for aspects under finance within business operations.
- **Executive Staff & Budget Holders:** Consult and provide advice as required, budget control;
- **School Accountant:** Collaboration for financial matters
- **Business & Operations Team:** Collaboration
- **Finance Officers:** Direct supervision
- **Human Resources Manager**: consultation and advice on MEA & Fair Work alignment
- **All staff:** Payroll

External communications

- Parents and carers regarding school fee accounts and payment arrangements.
- External auditors and audit representatives.
- Banking, taxation and regulatory authorities.
- Association of Independent Schools NSW and other government funding bodies.
- Suppliers, contractors and service providers.
- Insurance providers and brokers.
- Payroll, superannuation and financial software providers.
- Debt recovery agencies, legal advisors and professional consultants as required.
- Parents, families, carers in relation to fees.

Challenges

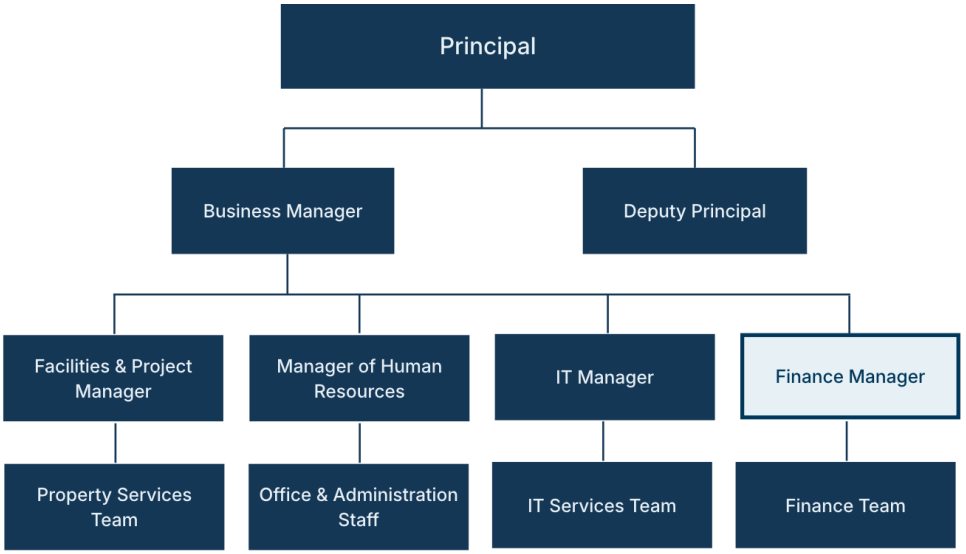
- **Managing Financial Stewardship and Operational Demands -** Balancing financial compliance, cashflow requirements, operational priorities and service delivery while ensuring efficient and accurate financial operations.
- **Navigating Complex Regulatory and Compliance Requirements -** Maintaining compliance with accounting standards, payroll obligations, taxation requirements, education funding obligations, Section 83C requirements and internal control frameworks.
- **Balancing Financial Risk, Organisational Needs and Mission -** Providing trusted financial advice that balances sound stewardship, organisational priorities, regulatory obligations and the College's Christian mission and values.

Knowledge, Skills and Experience: Inherent requirements

- Christian Faith - A personal relationship with Jesus Christ, regular attendance at a local church, and a demonstrated commitment to supporting the vision, mission and practices of Belmont Christian College as outlined in:
    - The College Statement of Faith.
    - The Staff Pledge recited at the annual Staff Commissioning Service.
    - The College Codes of Conduct.
- Child Safety - Strong knowledge of and commitment to child-safe principles and practices within an educational environment, and a commitment to promoting and maintaining a culture that safeguards and protects children and young people. Must hold a current NSW Working with Children Check.
- Qualifications - Tertiary qualifications in Accounting, Finance, Commerce, Business or a related discipline; or equivalent qualifications and/or substantial experience in financial management and leadership. Membership of a professional accounting body (CPA Australia or Chartered Accountants ANZ) is required.
- Financial Management Expertise - Demonstrated experience in finance management, including accounts payable, accounts receivable, payroll administration, budgeting, forecasting and financial reporting. Experience overseeing day-to-day financial operations and ensuring the effective stewardship of organisational resources. Strong understanding of financial controls, risk management and internal control frameworks.
- Payroll and Employment-Related Financial Knowledge - Sound understanding of payroll administration, taxation obligations, superannuation requirements and leave entitlements. Experience interpreting and applying Enterprise Agreements and employment-related financial obligations in a payroll setting an advantage.
- Budgeting, Analysis and Financial Planning - Demonstrated experience in budget preparation, financial analysis, forecasting and monitoring organisational performance against budgets. Ability to identify financial trends, risks and opportunities and provide practical recommendations to support decision making.
- Financial Compliance and Governance - Strong knowledge of financial compliance obligations, taxation requirements, audit processes and financial reporting standards. Experience developing, implementing and monitoring financial policies, procedures and internal controls. Understanding of compliance requirements relevant to independent schools and not-for-profit organisations an advantage.

- Financial Systems and Technology - Advanced proficiency in financial management systems and software. Experience using financial and payroll systems such as Xero, Sentral and Microsoft Excel.
- Strong data management, reporting and analytical skills.
- Leadership and Team Management - Demonstrated experience leading, supervising and developing finance staff. Ability to allocate workload, establish priorities and ensure high standards of accuracy, accountability and customer service. Commitment to fostering a collaborative and high-performing team environment.
- Communication and Stakeholder Management - Highly developed interpersonal and communication skills. Ability to explain complex financial information clearly to non-financial stakeholders. Demonstrated ability to build positive working relationships with staff, families, auditors, suppliers, financial institutions and external service providers. Ability to collaborate and work well within the wider Business & Operations team.
- Strategic Financial Judgement - Demonstrated ability to provide trusted financial advice that balances sound financial stewardship, operational requirements, organisational risk, regulatory obligations and the College's Christian mission and values.
- Demonstrated Abilities
    - Manage competing priorities and consistently meet deadlines.
    - Exercise sound judgement, discretion and professionalism when dealing with sensitive and confidential information.
    - Plan, organise and deliver high-quality outcomes aligned with strategic and operational objectives.
    - Identify opportunities for continuous improvement and implement effective solutions.
    - Maintain accuracy and attention to detail while operating in a busy environment.
    - Adhere to principles and values consistent with the College's Christian mission.

Organisation Chart



Position Dimensions

Direct Reports:

Finance Officer (Debtors, Fees & Billing) - 0.4 FTE

Finance Officer (Payroll & Accounts Payable) - 0.8 FTE

School Accountant - 0.4 FTE

Selection criteria

- Demonstrated Christian faith and commitment to the mission and values of Belmont Christian College.
- Significant experience in finance leadership, including accounts payable, accounts receivable, payroll, budgeting and financial administration.
- Demonstrated expertise in financial management, analysis, budgeting, forecasting and reporting.
- Strong knowledge of financial compliance, payroll obligations, taxation requirements, internal controls and risk management.
- Proven ability to provide sound financial advice and support informed decision-making at a senior leadership level.

- Demonstrated experience leading and developing staff and fostering a collaborative and high-performing team culture.
- Highly developed communication, stakeholder engagement and relationship-management skills.
- Demonstrated ability to exercise sound judgement and effectively manage complex financial, operational and compliance matters with professionalism, integrity and discretion.

Incumbent name _____

Incumbent signature _____

Date _____