



Masada College

Position	Finance Manager
Reports to:	Business Administrator
Department	Business Administration
Location:	Masada College is located in St Ives in Sydney's leafy North Shore. A 20 minute drive from the central business district of Sydney. http://www.masada.nsw.edu.au/ https://www.google.com.au/maps/@-33.7248368,151.1348609,13z http://www.kmc.nsw.gov.au/Home
Commence	January 2020
Term / Conditions	Permanent full time
Ethos	Masada College bases its ethos on three things; being Jewish, on being Australian and being nurturing. Every year our graduates emerge with the highest academic achievements and move into various fields of tertiary study.
Mission Statement	In our students, through Jewish values and a nurturing community, Masada College engages and instils a genuine love of learning with a quest for excellence.
Vision Statement	Masada College is internationally renowned for Jewish values and educational excellence.
Primary Role	The Finance Manager distributes the financial resources of the College, is responsible for the budget planning, and supports the executive team by offering insights and financial advice that will allow them to make the best business decisions for the College.
Accountabilities	<ul style="list-style-type: none">• Prepare accurate and timely monthly financial reports and analysis• Finance committee meeting minutes and agendas• Prepare various financial analysis reports as required• Preparation of the annual College budget providing detailed analysis of expenditure and income• Thorough and timely preparation for annual audit and respond to and process all audit requests to ensure timely preparation of annual accounts, including the secular / non secular splits• Review appropriate allocation of income / expenditure to secular / non secular accounts• Assist Secretary with AGM notifications and maintain Masada College membership database• Remain up to date with all relevant Australian Accounting Standards and where necessary provide advice on the financial reporting requirements of the organisation• Lead and implement best practice accounts receivable, accounts payable, payroll, general ledger and finance function• Assist with preparation of Risk and Governance framework, policies and procedures• Accurate and timely management of banking transactions including preparing and overseeing daily, monthly and annual bank reconciliations• Preparation of cash flow reporting and analysis• Regular routine liaising with bankers and auditors• Prepare and review month end journals, accruals, prepayments and provisions, reconciliations and schedules• Manage Accounts Payable, Accounts Receivable and Payroll function• Assist Accounts Payable, Accounts Receivable and Payroll with month end function and year end processes• Review and authorize accounts receivable and payable batches, including EFT transactions and cheque signatory• Thorough understanding of Enterprise Agreement



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Accountabilities cont	<ul style="list-style-type: none"> • Have a detailed working knowledge of the payroll procedures and carry out the duties of the payroll function when absent • Detailed overview of the Finance function in both MAZE and ELC data bases • Prepare monthly fixed asset schedules and reconciliations • Assist with preparation of annual Financial Questionnaire • Prepare acquittal / accountability statements and financial reports for grants, monitor all receipts and liaise with staff and prepare monthly grant status reports • Monitor receipting of all government grants / funding and remain abreast of government funding issues • Perform monitoring, review and verification of general ledger allocations and other financial information in Maze including review of monthly budget reports prior to distribution to budget managers • Maintain proper structure of general ledger chart of accounts and other financial data in Maze • Preparation of the monthly BAS returns and remain up to date on GST and employment tax legislation, providing research and advice on GST and employment related transactions throughout the organization • Prepare FBT return. Maintain work papers and FBT records to ensure timely accurate capture and reporting of all benefits. Remain up to date on FBT legislation and where necessary research or obtain external advice on FBT related transactions throughout the organization • Prepare interest subsidy claims • Oversee all lease agreements and finance arrangements • Gain understanding of tenancy lease of Pelerman Centre and oversee billings • Any ad hoc exercises as required by the Business Administrator or Hon. Treasurer • Provide back up to Business Administrator during periods of absence • Comply with internal policies and procedures and report appropriately on any breaches detected • Work collaboratively with all members of staff
Qualifications & Experience:	<ul style="list-style-type: none"> • Minimum Bachelor of Commerce with Accounting / CPA • 6 - 8 years' relevant experience • Current knowledge of accounting principles, best practice, computer applications for accounting, management accounting, financial statements and their preparation • Hands on experience with payroll functions • Strong leadership, interpersonal, team building skills with an ability to mentor team members • Ability to work to tight deadline and deliver high quality financial documentation under pressure • Detail oriented, accurate and precise • Strives to develop best practice finance function • High level IT acumen • Proactive self-starter • Innovative and creative • High energy • Advanced Excel and Intermediate Word • Strong database skills
Applications to:	<p>Mr Martin Tait, College Principal, Tel: 61 2 9449 3744</p> <p>Applications to include</p> <ul style="list-style-type: none"> • letter of application and curriculum vitae • details of two contactable referees • Working with Children Check as per Child Protection Legislation <p>Email: hr@staff.masada.nsw.edu.au Closing Date: Fri 6th December 2019</p>