



## Financial Controller Position Description

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<b>POSITION:</b>	Financial Controller
<b>RESPONSIBLE TO:</b>	Principal/CEO
<b>REPORTS TO:</b>	Chief Financial Officer

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### About Sheldon College

Committed to its basic philosophy of **Love, Laughter and Learning**, Sheldon College caters for children from 15 months of age through to Year 12. The College campus is located on 56 acres in a semi-rural setting in Taylor Road Sheldon. The College was established in 1997 and is committed to providing a quality education for all students in a safe, secure learning environment which is characterised by high standards for both staff and students in the areas of dress and appearance, behaviour and individual scholarship and work habits.

### About the Role

The Financial Controller is an integral position within the Finance Department and is responsible for the following activities: implementation of financial plans, policies, objectives and strategies determined for the effective management of the College's and Foundation's financial resources.

The role reports directly to the Chief Financial Officer and will take a lead role in the Financial Management of the College including preparation of the College and Foundation Budgets and will assist with Strategic financial projections.

### Duties and Responsibilities

The duties performed by the Financial Controller include the following:

#### Financial Management

- Management of the Accounting team and their functions for both College and Foundation related activities
- Financial guidance to the Strategic Business Units – Cafeteria, Uniform Shop, After and Before College Care, Vacation Care, Kindergarten, Long Day Care, After Hours Tuition, Swimming Pool, Tennis, Synthetic Track, Gymnasium, Sport and Events Centre (SEC)
- Development of and monitoring of relevant financial processes for all financial activities for both College and Foundation to ensure best practice
- Liaison with Budget Managers for both College and Foundation to ensure purchasing procedures and processes are controlled and within budgetary limits
- Approval of College and Foundation purchase orders and invoices within budget limits
- Oversee daily cash flow analysis and cash management including bank reconciliations
- Oversee the preparation of College and Foundation monthly financial reports such as Income & Expenditure to Budget, Balance Sheet, Cash Flow Statement, Capital Expenditure
- Preparation of Annual operational budgets for the College and Foundation
- Assist with the preparation of capital budgets for both College and Foundation
- Oversee the preparation of Annual external financial audit papers for both College and Foundation
- Liaise with the external Auditor
- Oversee preparation and assist with lodgement of Australian Taxation Office requirements such as but not limited to monthly PAYG, BAS & FBT returns
- Accountability for all Federal and State grants
- Oversee the preparation of all statutory Federal and State Government returns including but not limited to Census, Commonwealth and State Financial Questionnaires, Somerset ASBA financial survey and Annual Information Statement



- Liaise with Australian and Queensland Governments, Independent Schools Authority, Block Grant Authority, Banks and Insurance Companies
- Provide assistance to Chief Financial Officer when required in a 2IC capacity

#### **Parents and Community**

- Maintain relationships with the wider College Community
- Maintain relationships with the whole College parent body
- Maintain relationships with Independent Schools Queensland (ISQ), and Independent Schools Queensland Block Grant Authority (ISQBGA)
- Maintain relationships with Non-Government Schools Accreditation Board, State and Commonwealth Education authorities
- Maintain relationships within the School Business Managers Association (ASBA & ASBAQ)
- Provide a sense of empathy toward families and understand the sensitivities associated with matters in relation to school fees whilst maintaining due consideration of the business and pragmatic issues regarding this

#### **Selection Criteria**

- Minimum of 3 years' practical experience in a similar role;
- Must have a Bachelor of Business or equivalent;
- CA / CPA Qualified is preferred;
- An ability to demonstrate commercial acumen;
- School experience and Government Reporting essential;
- Strong analytical skills;
- Effective time management skills;
- A self-motivated and proactive approach;
- Strong interpersonal and oral communication skills;
- Demonstrated ability to work within a high pressure multi-faceted team environment.