



St Edmund's College, Wahroonga is a Catholic Co-educational secondary school in the Edmund Rice charism for students in Years 7 – 12 with mild to moderate intellectual disability, and additional disabilities. We offer small classes and state of the art facilities in a contemporary learning environment. The position will appeal to a person who is passionate about making a difference, enjoys working collaboratively and desires to be part of a caring, dynamic and innovative community.

The College is governed by Edmund Rice Education Australia (EREA). The successful candidates will be supportive of the Catholic ethos and charism of the College.

***We are seeking applicants for the following position:***

## ***Finance Manager - Full time permanent position***

### ***Key Responsibilities***

- Management Reporting on a monthly, quarterly and annual basis;
- Annual budget preparation for operating and capital budget;
- Preparation and management of the Audit and annual audited Financial Statements;
- Overseeing and supporting the payroll, accounts payable and receivable functions;
- Liquidity management;
- Compliance & Lodgement of BAS & PAYG;
- Preparation and Reporting to government and relevant authorities such as ACNC, ACARA, DESE for NCCD, FQ, February & August Census, grant acquittals etc;
- Management of the fixed asset register.

### ***Essential Criteria***

- Tertiary qualifications in Accounting;
- CPA/CA qualified;
- Well-developed leadership, people management and capacity building skills;
- Attention to detail;
- Excellent interpersonal and communication skills;
- Capacity for leading a small team and managing change and continuous improvement;
- Display a high degree of integrity, accountability and efficiency in carrying out their role;
- Setting the highest professional standards and be an excellent role model for others;
- High level of confidentiality, diplomacy and tact;
- A current WWCC clearance.

### ***Desirable Criteria***

- Experience in using/developing Long term modelling, scenario and sensitivity analysis;
- Experience in system implementation;
- Understanding of Teachers & Support Staff EBA.

For further enquiries and a role description please contact Mrs Cathy Laing, Executive PA on [laing@erses.nsw.edu.au](mailto:laing@erses.nsw.edu.au) or phone (02) 9487 1044. Written applications and a curriculum vitae with three nominated referees, should be forwarded in writing or email by Monday 16 May 2022 to:

The Principal  
Mr Michael Farrell  
St Edmund's College  
P.O. Box 582, Wahroonga 2076  
Ph: 9487 1044 or Fax: 9489 0069  
Email: [recruitment@erses.nsw.edu.au](mailto:recruitment@erses.nsw.edu.au)