



Job Description

Position Title	FINANCE MANAGER
Reports to	Principal
Working Relationships	<p>Internal:</p> <ul style="list-style-type: none"> Principal Board Members Administration Support Staff Deputy Principals Staff <p>External:</p> <ul style="list-style-type: none"> Parents, caregivers and whānau Ministry of Education Suppliers EdPay Accounting For Schools (AFS) Auditor

Employment Status Part-time: 20h/week, term-time only (additional hours approved in advance)

Position Purpose

The role of Finance Manager is to provide finance and administrative support services to the Principal, Board Presiding Member and the School. This is an internal facing role.

This position is at level 3 on the Position Elements table of the Support Staff in Schools Collective Agreement 2019 – 2022.

Waterloo School has a vision of “Empowering active learners”. We encourage our students to be responsible, respectful and resilient. In the same way, we expect our staff to live these values on a daily basis and provide positive role-models to our children.

For more information, please visit www.waterloo.school.nz

Key Responsibilities	Appraisal Indicators
Finance – including payroll, financial administration, cash management, reporting and budgeting	Financial activities are completed accurately, and in a timely and appropriate manner. The school is able to pay its debt as they fall due.
HR – including recruitment administration	HR processes are completed to meet the outcomes of the school.
Procurement – purchasing management and contract management	Procurement is undertaken to provide the best options for the school in quality and price.

Tasks and Duties

Finance	<ul style="list-style-type: none"> - Financial Administration – day to day financial administration of accounts receivable, accounts payable and bank reconciliations. - Reporting – support monthly reporting with AFS for the Principal and Board. Any areas of interest/concern are highlighted to the Principal in a timely manner. - Budgets – budgets are drafted with the Principal and AFS, budgets are monitored and shared with budget holders termly. - Payroll – payroll information in EdPay is completed accurately and in a timely manner.
HR	<ul style="list-style-type: none"> - Recruitment – administer the recruitment process as required by the Principal, ensuring that all legal requirements are being met. - Oversee personnel documentation and administration, ensuring individual employment agreements are up to date. - Maintain staff databases ensuring that teacher registration renewals are completed by facilitating the process, and police vetting for non-teaching staff and volunteers. - Remain up-to-date with current employment legislation.
Procurement	<ul style="list-style-type: none"> - Monitor purchasing across the school to ensure appropriate expenditure and purchasing processes. - Furniture purchasing in consultation with the Principal - Contract management – maintain an overview of contracts the school has entered into, support the Principal in contract negotiations as required.

Finance tasks in detail:

Staff Requirements & Payroll	<ul style="list-style-type: none"> ● Support relievers with administrative tasks as required ● Staff database system effectively maintained/updated ● Maintain payroll information in EdPay including changes to staff details, leave, extra hours ● Complete fortnightly payroll processing, check draft SUE report each fortnight and report accuracy to the Principal ● Notify EdPay of any payroll errors in a timely manner ● Print the final SUE report each week and sign to acknowledge accuracy, then forward to the Principal ● Check staff increment reports fortnightly and follow up as required ● Print the banking staffing report each fortnight and forward to the Principal for review ● Track the banking staffing each fortnight and keep the Principal informed ● Enter any changes to staff details into EdPay ● Enter leave details for staff ● Carry out payroll requirements to ensure relievers are paid ● Carry out payroll requirements for new staff or changes in employment ● Calculate support staff wages and monitor ● Liaise with staff and EdPay regarding any payroll related queries
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Financial Administration	<ul style="list-style-type: none"> ● Maintain ordering system in line with BOT accounting procedures ● Ensure creditors invoices are reconciled against statements and goods purchased and make payments by 20th of every month unless prompt payment ● Ensure debtors payments (e.g. sport payments, stationery orders) are recorded and receipted safely and accurately ● Record all debtors, creditors and prompt payments in accounts database in a timely manner (prior to BOT monthly meeting) ● Oversight of school bank accounts to ensure cash is available to pay debts as they fall due ● Banking of money as required ● Accurately record and maintain petty cash expenditure and reimbursements ● Monitor term deposits and keep the Principal informed ● Monitor the expenditure against the annual budget allocations
Financial Reporting	<ul style="list-style-type: none"> ● Monthly data checked and corrected ● Bank reconciliation; record automatic payments and direct credits ● Support AFS to ensure accurate preparation of monthly reports for the Board of Trustees ● Provide budget updates for budget holders each term
Support & Preparation for Annual Financial Statements	<ul style="list-style-type: none"> ● Provide information as required by the AFS for annual reports ● Coordinate information for annual audit with auditors ● Maintain and update the fixed asset register with AFS
Annual Budget	<ul style="list-style-type: none"> ● Meet with Principal to discuss school requirements ● Work with the Principal and AFS to prepare the annual budget

General Responsibilities

<ul style="list-style-type: none"> - Comply with all board policies and relevant legislation - Manage own health and safety - Regularly review work processes for areas of improvement - Establish and maintain active and constructive relationships with others - Apply professional and ethical practices with integrity, in accordance with the operational environmental, social and cultural requirements of the school, and apply personal and interpersonal skills to contribute to the achievement of school operational objectives - Proactively engage in professional development opportunities and performance appraisal

Person specification

Essential skills:

- strong communication skills
- strong organisational skills
- previous experience in a finance role
- strong relationship management skills
- New Zealand Diploma of Business Administration and Technology (Level 5) or equivalent experience

Essential attributes:

- displays diplomacy and integrity
- takes initiative
- works well in a team and individually
- remains calm under pressure

Declaration:

Finance Manager

Date

Principal

Date