



Chief Financial Officer Position Description

2019

Background

Following the successful appointment of a new Principal and the completion of Carmel School Strategic Plan in 2016, the School requires the appointment of a **Chief Financial Officer (CFO)** to oversee the implementation of this Plan and to lead the School's financial operations and activities.

As a key member of the senior management team, the CFO will report to the Principal and have responsibility for the efficiency and effectiveness of the School's resources and facilities.

Purpose

- One of the School's leading non-teaching professionals, the CFO will support the Principal in her duty to ensure the School meets its educational aims
- Is responsible for providing professional leadership and management of related non-teaching staff in partnership with teaching staff, to enhance their effectiveness in delivering the educational program
- Promotes the highest standards of business ethos within the administrative function of the School and strategically ensures the most effective use of resources
- Responsible for
 - Financial Resource Management
 - Management Information Systems
 - Administration Management
 - Legal, Risk and Compliance
 - Human Resource Management
 - Facility & Property Management
 - Health & Safety

General Duties

Leadership & Strategy

- Attend Senior Management, full Board and relevant Board sub-committee meetings
- Present financial and operational reports and make recommendations based on supporting analysis
- Negotiate and influence strategic decision making within the Senior Management Team
- Plan and manage change in accordance with the School's Strategic Plan
- To lead and manage all non-teaching staff relevant to the finance department.

Financial Resource Management

- Evaluate information and consult with the Senior Management Team and the Board to prepare a realistic and balanced budget for school activity
- Submit the proposed budget to the Principal and the Board for approval and assist the overall financial planning process
- Discuss, negotiate and agree the final budget
- Use the agreed budget to actively monitor and control performance to achieve value for money
- Identify and inform the Principal and the Board of the causes of significant variance and take prompt corrective action
- Propose revisions to the budget if necessary, in response to significant or unforeseen developments
- Provide ongoing budgetary information to relevant people
- Work with the Board co-ordinating the fee assistance and deferred debtor ledger processes
- Advise the Principal and the Board if fraudulent activities are suspected or uncovered
- Maintain a strategic financial plan that will indicate the trends and requirements of the school strategy and will forecast future year budgets
- Identify and apply for additional finance required to fund the school's proposed activities
- Seek and maximise the use of specialist financial expertise
- Select types of investments which are appropriate for the school, taking account of risks, views of stakeholders and identify possible and suitable providers in order to maximise returns

- Present timely and fully costed proposals, recommendations or bids, based on option analysis and financial modelling
- Develop a financial analysis capability so that decision making is supported by rigorous assessment, including financial modelling, scenario analysis and sensitivity testing
- Enhance Board and management financial reporting with dashboards, balance scorecards and graphical analysis to identify trends and draw out key insights
- Put formal finance agreements in place with suitable providers for agreed terms and conditions
- Monitor the effectiveness and implementation of agreements

Management Information Systems

- Ensure contingency plans are in place in the case of technology failure
- Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied
- Ensure appropriate systems are implemented to manage a childcare centre, which are integrated with the overall IT architecture.

Administration Management

- Continue to seek opportunities to identify cost efficiencies and structural improvements
- Design and maintain financial and other systems that deliver outcomes based on the school's aims and goals
- Define responsibilities, information and support for staff and other stakeholders
- Develop process measures that are affordable and that will enable value for money decisions for those managing resources
- Establish and use effective methods to review and improve financial administrative systems
- Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication
- Benchmark systems and information to assess trends and make appropriate recommendations
- Prepare information for submissions and returns in accordance with statutory guidelines
- Ensure ongoing research is in place to identify potential grants and loans from both government and philanthropic sources and applications are lodged in a timely fashion

Legal, Risk and Compliance

- Establish the reporting obligations to State and Federal Authorities, as required,
- Ensure the school remains compliant with all its legislative and regulatory requirements
- Ensure that all legal matters are appropriately managed and relevant external legal expertise is sourced and managed, as required
- Ensure that a risk management strategy is in place, supported by appropriate risk management plans
- Ensure compliance with all internal policies and procedures and external statutory obligations
- Oversee the external audit activities and responsible for the management of the external audit contract

Human Resource Management

- Manage the payroll services for all school staff including superannuation, leave balances and PAYG reporting requirements
- Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements
- Manage recruitment, performance management, appraisal and development for all non-teaching staff
- Ensure people have a clear understanding of the policies and procedures and the importance of putting them into practice
- Monitor the way policies and procedures are actioned and provide support where necessary
- Seek and make use of specialist expertise in relation to HR issues, as required
- Evaluate the school's strategic objectives and obtain information for workforce planning
- Identify the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities

Facility & Property Management

- Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations
- Ensure the safe maintenance and security operation of all school premises
- Manage the maintenance of the school site including the purchase and repair of all furniture and fittings
- Ensure the continuing availability of utilities, site services and equipment
- Follow sound practices in campus management
- Monitor, assess and review contractual obligations for outsourced school services
- Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided
- Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively
- Manage the letting of school premises to external organisations, for the development of the extended services and local community requirements
- Seek professional advice on insurance and advise on appropriate insurances for the school and implement and manage such schemes accordingly

Health & Safety

- Act as the school's Health & Safety Co-ordinator and Fire Officer.
- Plan, instigate and maintain records of fire practices and alarm tests.
- Ensure the school's written health & safety policy statement is clearly communicated and available to all people
- Ensure the health & safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change
- Enable regular consultation with people on health and safety issues
- Ensure systems are in place to enable the identification of hazards and risk assessments
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Management Team, and the Board, where appropriate
- Ensure the maximum level of security consistent with the ethos of the school
- Oversee statutory obligations are being met for pupils with special educational needs, ensuring that financial and supporting agency services are adequate for their diverse needs