



Finance and Administration Manager

We are seeking a passionate and enthusiastic Finance and Administration Manager to join our flourishing School community.

The successful candidate will have Finance and payroll experience and a demonstrated ability to lead and manage teams. The candidate will have exceptional interpersonal skills, a high degree of initiative and attention to detail. You will need a positive outlook, and the ability to work under pressure and manage multiple demands.

This is a full time, ongoing tenure with commencement by negotiation.

Applications should consist of the following:

A cover letter and resume addressing your experience relative to the Duty Statement responsibilities (attached).

Our School Employment Application Form (as found on our website).

Copies of relevant qualifications and academic transcripts.

Proof of current Working With Children WA.

Proof of an Australian National Character Check.

The names and details of three referees.

(Referees will only be contacted should you be shortlisted for an interview.)

Applicants must be supportive of the objectives and ethos of an Anglican education.

PCACS is a child-safe School and an Equal Opportunity Employer.

Submission of application

by 3.00 pm

Friday 14 August 2026

We reserve the right to close this role earlier.

**Applications are to be addressed to the Principal,
Ms Felicity House and submitted via Seek.**



FINANCE AND ADMINISTRATION MANAGER

Peter Carnley Anglican Community School (PCACS) is a young and dynamic school, offering excellence in education for students from Pre Kindergarten to Year 12. We are committed to challenging and inspiring our students to be the best they can be, both for their journey through school and for life beyond our gates. Our specialised Early Learning Campus at Calista caters for Pre Kindergarten to Year 1 students, whilst our Wellard Campus caters for Year 2 to Year 12 students. PCACS is part of AngliSchools.

Our Mission

To challenge and inspire a community of purposeful learners who are engaged, caring, connected and aspirational.

Our Vision

Peter Carnley Anglican Community School is an aspirational and purposeful community of learners, growing and striving together. Through pursuit of personal best, we engage in meaningful learning experiences, think critically and creatively and actively seek knowledge and new skills. Proudly part of AngliSchools, we are a School where everyone is included, valued, respected and supported.

Our Values

Spirituality	Exploring meaning and purpose in life through scripture, reason and tradition.
Excellence	Learning and growing with purpose, striving for personal best and encouraging others to do the same.
Respect	Acting with kindness, honesty and integrity.
Belonging	Nurturing positive relationships, welcoming everyone and celebrating difference.

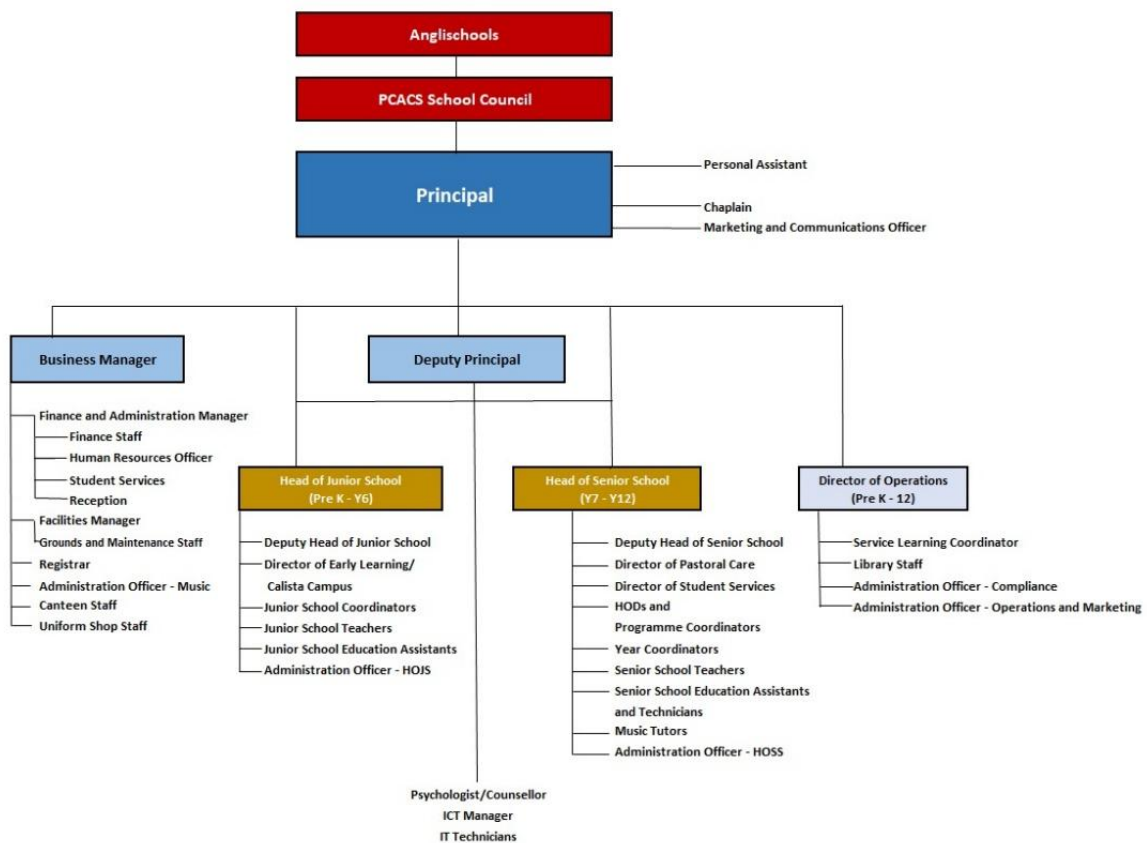
It is expected that all staff of PCACS are familiar with, and act in accordance with the *Staff Code of Conduct* and the requirements outlined in the *Staff Handbook*.

Reporting Structure

The Finance and Administration Officer reports to the Principal via the Business Manager.

Position Title:	Finance and Administration Manager
Position Level/Classification:	Level 8 / Above Award Schedule
Award:	WA Support Staff Above Award Wages
Department:	Finance and Administration
Supervisor/Line Manager:	Business Manager
Key Relationships:	Principal, Business Manager, Senior Leadership Team, Staff, Parents, and External Agencies
FTE:	Full-time

Peter Carnley Anglican Community School Organisational Chart



**PCACS recognises that Duty Statements are dynamic documents.
They may be reviewed annually or as required.**



Vision for your role

Lead the Finance and Administration Team to provide efficient financial management and exceptional administrative services that support the School's strategic and operational goals.

This role holds the responsibility for payroll, the daily operations of the Finance and Administration Department and assisting the Business Manager in achieving the responsibilities of the Team.

Exceptional interpersonal skills, a high degree of initiative, attention to detail and the flexibility to work autonomously with minimal supervision and also as part of a team. A positive outlook, ability to work under pressure and manage multiple demands is essential.

Provide a supporting and welcoming customer service to the families and the staff of the School reflective of the values of AngliSchools.

Leadership

Lead and mentor the Finance and Administration Team to deliver high-quality, customer-focused service reflective of the values of the Anglican faith.

Supervise the day-to-day functions of finance, administration, and reception staff across Wellard and Calista campuses.

Promote a positive, collaborative team culture aligned with the School's mission and values.

Oversee induction, professional learning, and performance appraisal for staff under direct supervision.

Ensure compliance with AngliSchools and School's financial and administrative policies and procedures.

Prepare reports, briefings, and updates for the Business Manager and Principal as required.

Responsible for the interview process, selection and appointment of personnel as requested.

Ensure the currency of filing and archiving relative to financial and payroll records.

Ensure the compliance with AngliSchools and School Policies and Procedures, particularly in relation to Financial, Payroll and HR Management.



Finance

Manage audit preparation and act as key liaison with external auditors.

Manage the School's financial operations, including cash flow and reconciliations, in consultation with the Business Manager.

Provide support to the Business Manager in preparation of annual budgets and long-term financial forecasts.

Oversee the preparation of accurate monthly, quarterly, and annual financial statements and management reports.

Oversee accounts receivable and payable functions, ensuring integrity of financial data.

Act as the School liaison with AngliSchools in regard to all financial matters.

Preparation of Financial Year end.

Oversee the preparation of SQL and MS queries as required.

Oversee the general ledger, asset register, and internal controls.

Oversee the preparation of BAS, FBT, and other statutory returns.

Monitor fee income, debt collection and remission, and financial assistance processes.

Oversee the preparation of the February and August Financial School Census Reports to the Commonwealth and State Government Education Departments.

Responsible for the compilation of minutes for Finance Committee.

Support School Council and sub-committees with financial reporting and meeting documentation.

Assist with grants, capital development, and funding submissions.

Assist the Business Manager with lease or rental agreement matters.

Attend School Council Meetings, including its sub committees, in the absence of the Business Manager or as directed.

Oversee financial compliance for commercial operations such as trading activities and internal School programmes.



Administration

Oversee the smooth operation of administrative services across both campuses.

Manage reception, records, communications, and front-office procedures.

Ensure effective and secure document management, filing, and archiving.

Oversee administrative aspects of the rental property, insurance, and contracts.

Supervise administration staff and promote professional standards and accountability.

Review and enhance administrative systems to improve service delivery and efficiency.

Payroll and Human Resources Oversight

Oversee the Human Resources Department to ensure accuracy of documentation and that all HR processes.

Preparation of monthly payroll for payment to staff.

Responsible for payroll year end procedures.

Oversee the processing, accuracy, and lodgement of payroll for all staff.

Ensure timely payment of superannuation and statutory obligations.

Responsibility for Australian Bureau of Statistics reports.

Support payroll year-end reconciliations and compliance requirements.

Liaise with AngliSchools regarding iChris and Synergetic systems for payroll and HR data.

Support the Business Manager with salary reviews, contract administration, and HR record keeping.

Support the Business Manager with the authorisation of payroll steps, levels, and rates related to new and current contracts.

School liaison person for the Department of Human Services regarding paid parental leave and child support.

Provide information to staff in relation to the EBA.



Other Duties

Attend School Council or sub-committee meetings as required.

Participate in School events and represent the School professionally.

Undertake other reasonable duties as directed by the Business Manager or Principal.

Promote a safe, efficient, and positive work environment that supports the School's values.

Staff Expectations

In the spirit of teamwork, there may be occasions where assistance for other administration roles may be required.

Act as a member of a team, developing and supporting the philosophy and ethos of the team.

Develop and exhibit collaborative working skills by sharing ideas, resources and expertise.

Serve as a good ambassador of the School.

Take an active part in the general life of the School - supporting policies, procedures, aims and objectives in order to facilitate the day-to-day operation and promote a high quality of education within the School.

Volunteer to participate as a member of one of the School's committees. (e.g. IT, WHS). Attend school events as required.

Ensure all students and parents are provided with a quality service in a timely, efficient and friendly manner.

Strive to implement productivity, quality and service improvements on a continual basis.

Undertake and apply Occupational Health and Safety requirements in the workplace.

Ensure that all documents are prepared and presented in accordance with the School's Writing Policy.

Attend staff meetings when required including attendance at Staff Eucharists.

Undertake and apply Workplace Health and Safety requirements in the workplace.

From time-to-time other duties may be required. These will be at the discretion of the Business Manager, or as directed by the Principal.