



Finance | Finance Manager

Role Description

About Arden Anglican School

Arden is a non-selective Anglican School providing a co-educational, Pre-School to Year 12 education. It seeks to attract, retain, and develop dedicated, highly effective, values-oriented staff for all positions. At Arden, we are committed to providing a positive work environment in which staff are valued and encouraged to develop professionally.

Arden is a Christian community centred on the good news of Jesus Christ. Arden's ethos is of high expectations and a commitment to academic and professional excellence. The School aims to attract and retain the best possible teachers and support staff, who are experts in their field and highly committed to the continuous improvement of their professional practice. The School's focus is to engage staff who have a passion for lifelong learning and believe in each student's unique value. Arden welcomes applications from people of faith who are committed to the Christian aims of the School.

Arden is committed to being a Child Safe organisation. All staff are required to help always maintain a child safe culture, and to act in every child's best interest and to keep them safe from harm. The School has zero tolerance for child abuse.

There is a strong collegial culture of mutual trust and support between staff and school leaders. All levels of governance are committed to embodying the Christian values of the School, and a culture of servant-minded leadership is fostered at all levels.

All staff must be committed to positive and caring relationships because they are important to successful student learning and the high level of family involvement that exists at Arden in all aspects of school life.

Our Vision and Mission

Vision

Arden strives to be an inspiring learning community that engages the mind, nurtures the spirit, and nourishes the body in a caring Christian environment.

Arden graduates are curious, courageous and compassionate men and women with an enduring passion for learning who transform the communities in which they live and work.

Mission

Centred on the Christian faith and finding joy in God, Arden provides an exceptional co-educational learning experience that nurtures the uniqueness of confident, capable global citizens.

Workplace Expectations

Professional Practice

- ❑ Foster supportive positive professional relationships
- ❑ Demonstrate a sensitive and compassionate work ethic, underpinned by the Christian values of the School
- ❑ Demonstrate a duty of care to staff, students and visitors in relation to their physical and emotional wellbeing
- ❑ Undertake and comply with mandatory training and regulatory requirements as determined by the School
- ❑ Attend School meetings, as requested, including outside of usual work hours
- ❑ Participate in professional learning, as requested, including outside of usual work hours
- ❑ Any other duties and activities as required by the School Principal (or delegate)

Work Health & Safety (WHS)

- ❑ Participate in the development of a safe and healthy workplace
- ❑ Adhere to safe work procedures ensuring ongoing adherence to any instructions given for personal safety and health as well as that of others
- ❑ Remain familiar with emergency and evacuation procedures, including the location and use of emergency equipment (e.g. first aid kits, fire blankets)
- ❑ Report any injury, hazard or illness immediately in accordance with the School's policies and procedures

Child Safety

- ❑ Actively participate in the School's zero tolerance for child abuse and commitment to embedding Child Safety in approaches to daily work tasks and involvement in School approved activities
- ❑ Model a commitment to providing, as far as reasonably practicable, an environment in which students feel respected, valued and encouraged to reach their full potential
- ❑ Commit to understanding professional boundaries and the nuances of appropriate student and staff interactions in the workplace
- ❑ Demonstrate an understanding of the need to report suspected (observed or perceived) abuse, neglect, mistreatment and risk of harm

Role classification

Staff are employed at a classification level and assigned to a role rather than appointed to a position.

Staff may be re-assigned to other roles at the same classification over time, in line with organisation priorities and/or personal development plans.

The below is intended to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive or limiting list of responsibilities and expectations of the position. Any additional daily tasks are as advised by the Line Manager and are not identified in this Role Description.

The responsibilities, expectations and tasks relevant to this role may be varied at the Principal's discretion, to ensure the operational needs of the School are continually being met.

Professional Review

This Role Description will be relied on as a framework for professional review.

Role	Finance Manager
Campus	Secondary
Department	Finance
Line Manager	Business Manager (or as delegated)
Industrial Instrument	Independent Schools NSW (Professional and Operational Staff) Cooperative Multi-Enterprise Agreement 2025
FTE	1.0
Qualifications	<ul style="list-style-type: none"> □ Tertiary Accounting qualifications □ CPA or CA certification including current registration and/or membership with relevant professional body
Compliances	<ul style="list-style-type: none"> □ Valid NSW Working with Children Check Certificate □ First Aid [HLTAID012] [HLTAID011] □ CPR [HLTAID009] □ OCG Child Safe eLearning – Keeping Children Safe (or equivalent) □ NCCD eLearning – Disability Standards for Education (or equivalent) □ WHS/Emergency Procedures eLearning (or equivalent)
Skills, Knowledge & Experience	<ul style="list-style-type: none"> □ 5 years+ finance and team management experience in a similar organisation □ Demonstrated experience with financial system implementations and integration projects □ Advanced accounting knowledge and understanding of statutory financial compliance in a school environment □ Demonstrated knowledge and experience in financial policy, process and procedure development □ Advanced analytical and problem-solving skills □ Proven ability to lead with empathy and emotional intelligence □ Demonstrated strategic thinking and systems-level problem solving □ Effective stakeholder communication across all levels of the School □ Evidenced strong organisation and time management skills □ Familiarity with AI-enabled finance tools (e.g., invoice automation, forecasting, anomaly detection) □ Proficiency in data analytics tools (e.g., Power BI, Excel Power Query)
Role Profile	<p>The Finance Manager plays a pivotal leadership role within Arden Anglican School, overseeing a small finance team and managing the end-to-end financial operations of the School. This role ensures the delivery of timely, accurate and strategic financial management within a dynamic, regulatory-compliant, and cost-aware environment.</p> <p>In the context of a rapidly evolving financial and educational landscape, the Finance Manager drives fiscal discipline, promotes operational efficiency, and supports long-term financial sustainability aligned with the School's mission and growth objectives.</p>

This position plays a key role in identifying opportunities for automation and efficiency improvement across the finance and payroll functions. The Finance Manager will work closely with the Financial Projects Co-ordinator to ensure successful implementation of financial software projects, change management processes and positive staff engagement and adoption.

This role will also lead initiatives to improve financial operations through the use of advanced digital tools, including AI-based systems for forecasting, automation, and reporting.

Key Responsibilities

Financial Planning, Analysis and Reporting

- Lead the preparation, analysis and presentation of management reports, statutory financial statements and compliance reports.
- Manage financial government reporting requirements, grants, and government funding submissions.
- Attending to all tax compliance including PAYG, FBT and GST and keeping abreast of any changes to tax legislation and tax rulings as required.
- Implement adaptive financial forecasting, scenario planning, and stress-testing to support annual budgeting and long-range financial planning.
- Maintain a robust general ledger structure, ensuring transparency, consistency, and audit-readiness.
- Ensure timely completion of monthly and quarterly reconciliations and associated resolution of discrepancies.
- Develop and manage accounting policies and procedures as required including identification and implementation of internal control measures.
- Provide insightful analysis on financial performance, identifying variances and recommending corrective actions to inform decision-making at the Executive and School Council level as required.
- Support the development of financial strategy in alignment with the School's strategic plan and provide modelling to inform decisions on resourcing, growth initiatives, and capital projects.
- Attending Finance Committee meetings as required.

Payroll and Remuneration Compliance

- Liaising with the Human Resources team regarding staff appointments, terminations and variations, and attend to necessary documentation and updating of payroll records.
- Oversee the end-to-end payroll function, ensuring compliance with all relevant employment and workers compensation legislation, taxation, and superannuation requirements.
- Oversee and provide support as required to the Payroll Officer.
- Maintain up-to-date knowledge of workforce awards and enterprise agreements, reflecting them accurately in payroll processes.

- Ensure confidentiality, accuracy and security in all payroll-related operations.

Cash Flow, Liquidity, and Treasury Oversight

- Monitor short-term and long-term cash flow requirements to ensure operational liquidity.
- Support capital expenditure planning and debt servicing strategies in line with financial forecasts.
- Manage and monitor debt facilities and interest costs.
- Oversee the development and management of procurement and fixed asset register.
- Manage and monitor leasing arrangements as appropriate.
- Establish, monitor and continuously improve treasury and financial risk management strategies that safeguard liquidity, support strategic initiatives, and align with the School's long-term financial goals.

Leadership and Engagement

- Lead, mentor and develop finance staff to build a high-performing, service-oriented team.
- Participate actively in school life, including occasional out-of-hours meetings, community events, and governance-related activities.
- Present financial information clearly to stakeholders with varying levels of financial literacy, including Heads of Department, Executive and Middle leadership, Council members, and auditors.
- Champion finance transformation through effective change leadership, fostering staff adoption and a culture of innovation, agility, and accountability.

Professional Review

This Position Description is intended as a framework for professional review.

The performance of this role will be evaluated based on the accuracy and timeliness of financial reporting, effective leadership and development of the finance team, improvements in operational efficiency and automation, and strategic contributions to financial planning and school-wide initiatives.