

Bursar

Finance Workgroup

The Role

The position of Bursar is a very important role within the life of the School. Operations of the Finance workgroup must be dealt with efficiently and in a manner that is God honouring and consistent with the School's vision to provide a Christ-centred education in a learning community of Love, Nurture and Service.

Workgroup objectives

The Finance workgroup, strategically led by the Business Manager and operationally led by the Bursar, contributes to the provision of a quality finance and administration service leading to effective administration and management of the School's financial resources and business functions and thus contributes to the sustainability of the School and achievement of its vision, mission, strategic direction and corporate performance goals.

Role summary

The Bursar oversees all operational activities and staffing of the Finance workgroup and ensures that the workgroup functions at its best to contribute to financial performance and policy objectives of the School.

Reporting relationships

The Bursar reports to the Business Manager. They supervise and lead other members of the Finance workgroup and are dependent on and provide services across the School. As a team leader, the Bursar is a member of the leadership team reporting to and supporting the Business Manager to achieve high quality and coordinated administration support services.

Workgroup:	Finance	Classification:	L 8	Load:	Full-time
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Faith Basis of Appointment

We see the appointment of staff to Trinity Christian School as a ministry calling.

The ethos, aims and objects of a Christian School are based on:

- > acceptance of the Lordship of Christ; and
- > acceptance of the Bible as the revealed Word of God.

Within Trinity Christian School these are expounded in the [Doctrinal Basis](#).

The Doctrinal Basis does not exhaust the extent of the beliefs of the School and its members. The Bible itself, as the inspired and infallible Word of God, that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that the School and its members believe.

You must support the School in these areas and set an example of personal conduct and behaviour consistent with the School's beliefs and ethos as outlined in documents made available to prospective employees prior to interview. Any appointment is conditional upon staff maintaining and demonstrating a continuing firm personal belief and lifestyle consistent with the School's Doctrinal Basis and the other documents provided to staff, this being an essential condition of the appointment.

A Learning Centred Christian School

As stated in our Strategic Priorities for 2019 – 2022, as a learning centred school, by 2023 we want to see:

“An educational environment that is exciting, engaging and flexible. One that empowers learners to communicate, create and innovate in a globally connected world – competent in the skills of navigating and analysing technology and content from a Christian perspective. A place where students set, monitor and achieve their personal goals for excelling in learning.”

At Trinity Christian School we endeavour to make the link between our faith, what we do and how we teach. We call our students and school community to grow “loving hearts, enquiring minds and generous spirits”. At Trinity, how we teach must help our students in becoming who they were created to be in Christ. How we teach should also bring a Kingdom perspective, set students' minds on things above, deliver meaning and show purpose.

The pedagogy in our classrooms at Trinity should engage enquiring minds, build questioning, allow for grappling, exploring and reasoning. The students we teach should be given opportunities to grow and serve, so they may see who they are becoming and their purpose. As we undertake to grow our learners in both faith and learning, we must build in them the capacity to do so.

Building Students as Powerful Learners

Pioneered by Professor Guy Claxton, The Learning Power Approach that has been adopted at Trinity Christian School is based on an extensive body of research into learning and the brain. The Learning Power Approach is based on a coherent picture of what it takes to be a good learner. It capitalises on previous learning-to-learn ideas and grows a student's learning character and habits.

The goal in the Learning Power Approach is to develop the student's appetite and ability to learn in different ways. It takes the idea of becoming and translates it into the classroom to help build students' capacity to become better learners. Using this approach, our focus is to help students to become better learners. When students know how to learn and are capable and confident learners they are equipped for life-long learning.

Key Areas of Responsibility

These duties must be carried out in a manner that is God honouring and consistent with the School's vision to provide a Christ-centred education in a learning community of Love, Nurture and Service.

Purchasing and payables

- > Oversee all purchasing systems and processes to ensure all expenditure is authorised and purchases are appropriately authorised and made using approved processes and systems

- > Maintain approved systems and processes of purchasing and payment and ensure that all staff are appropriately trained in their use
- > Ensure suppliers and creditors are paid accurately and on time

Fees and receivables

- > Establish and maintain fee billing systems
- > Prepare and publish fee schedules and other supporting documentation
- > Establish processes for granting concessions and considering remission of fees
- > Ensure all fee payments are receipted
- > Establish systems for the calculation, monitoring, and review of payment plans
- > Ensure all outstanding receivables are followed-up and recovered, escalated or written off in accordance with approved policy and procedures in order to optimise income sources, reduce receivables and meet receivables performance targets

Payroll

- > Ensure that all employee appointments (and changes thereto) are approved and documented
- > Ensure that the fortnightly payroll is processed and checked in a timely manner and all employees, super, taxes, workers compensation, salary packaging and other disbursements are paid accurately and on time
- > Establish and maintain processes for recording leave entitlements and leave taken

Asset register

- > Maintain asset register for fixed asset classes for all acquisitions, disposals, impairment and revaluation and reconciled to the general ledger
- > Ensure that depreciation and amortisation is raised in accordance with asset and depreciation policies

Budgeting and planning

- > Significantly contribute to the development and maintenance of an annual budget and long-term financial plan that meets parameters, profitability, solvency and sustainability targets and provides detailed and summarised information in a range of formats
- > During the school year, continue to monitor changes and prepare end-of-year forecasts based on significant/material likely changes to income, expenditure and balance sheet movements

Reporting

- > Configure systems and processes to meet the various internal and external reporting needs
- > Maintain a schedule of internal and external reporting requirements
- > Ensure timely recording and processing of all transactions, including period-end and year-end adjustments and accruals, to provide timely and accurate reports in formats agreed with the Board, Executive, the Business Manager and other staff in the School and to meet audit requirements

Cash management

- > Plan and monitor monthly cash flows for operational, financing and investing (capital) activities to ensure that liquidity and cash flows are optimised to meet requirements and obligations
- > Monitor funds held and transfer to interest bearing or loan accounts to ensure the best return and to meet operational flexibility
- > Ensure good controls are in place to secure and record cash and other valuables

Risk management

- > Ensure that agreed systems of control (e.g. checks, reconciliations, separation of duties etc.) are in place to prevent or detect error or other financial risks
- > Identify financial risks, apply controls and conduct assessments to ensure controls are effective
- > Manage the School's insurance program in accordance with approved policy coverage

Systems, policies and processes

- > Identify and implement improvements to systems and processes to generally improve quality, performance, timeliness, accountability and reporting
- > Contribute to the IT Plan by researching, planning, specifying and implementing changes to systems
- > Ensure all key processes are documented and periodically reviewed

Contribute to the effectiveness of the Finance workgroup

- > Arrange job learning for each team member to learn other roles on the team to ensure key functions continue during busy periods or periods of leave and remove the risk of poor service
- > Promote a team culture amongst the Finance workgroup by arranging, assisting and be willing to be assisted by, other members in the Finance team during periods of leave, absence or high workload so that overall objectives across the team can be met
- > Develop and maintain good team communication by sharing and enquiring information and attending and leading, coordinating and sharing team meetings
- > Develop and maintain filing and records management systems
- > Develop and update policies, procedures, forms, checklists and other documentation to support processes and responsibilities of the position
- > Monitor and report compliance with financial policies and procedures
- > Escalate matters to the Business Manager, Principal or Executive accompanied by recommendations, analysis, consideration of options
- > Undertake any other tasks or responsibilities consistent with the role or the grade classification, as required, or as requested by the Business Manager

Contribute to a safe and healthy workplace by

- > Follow Work Health and Safety instructions and policies
- > Report accidents and hazards
- > Generally care for their own safety and that of others, including students, volunteers and parents, that may possibly be affected by actions or inaction
- > Actively participate in rehabilitation and return-to-work programs.

Professional development

- > Attend professional development and training required by the School, and actively seek opportunities to increase knowledge, experience and skills held.
- > Identify and provide training and professional learning opportunities for team members

Contribution to community

Attend staff meetings and where appropriate opportunities present, become involved in the life of the School, including and involvement in School events.

Selection Criteria

The successful applicant will demonstrate:

Commitment

- > a commitment to Christ and a clear understanding of, and support for, education in a Christian School setting;
- > a thorough understanding and passion for Christian Education;

Qualifications

- > hold a bachelor degree in accounting or related business discipline or experience equivalent to this qualification
- > membership CPA Australia, CA ANZ or IPA (desirable)

Experience

- > demonstrated experience in dealing appropriately with highly confidential and sensitive information;
- > experience in a range of accounting functions relevant to the School
- > experience in budgeting, planning and financial reporting

Abilities and skills

- > proven ability to lead a team, collaboratively and energetically with a dynamic context
- > excellent communication (both verbal and written) and interpersonal skills including proven skills in communicating with people from diverse backgrounds, relationship building, and a client focussed approach
- > ability to motivate and inspire others, providing clear guidance and encouragement for people to flourish and reach their best potential
- > ability to establish a good rapport with team members, all staff, and parents
- > high-level administrative and strong organisational ability being able to work with summarised or detailed information
- > a high degree of professionalism, integrity and personal presentation and be self-directed, highly motivated, reliable, loyal, and trustworthy
- > a proven ability to learn new systems and procedures; flexible, and adaptable
- > well-developed Microsoft Office and data analysis skills
- > ability to plan and prioritise competing urgent demands and coordinate others to meet multiple needs simultaneously
- > initiative, common sense and the ability to problem solve
- > collaborative and servant leadership approach to team leadership with a proven ability to encourage and empower colleagues and team members consistent with the Christian values and beliefs of the school

Knowledge

- > good working knowledge and understanding of database management programs
- > a good understanding of financial processes and functions operating in a School environment
- > an awareness of the risks and compliance matters relevant to School finances and controls available to address these
- > solid understanding of generally accepted accounting practices
- > good working knowledge of Australian and Territory government funding arrangements

Essential Requirements

Employment Conditions

Employment will be subject to the conditions of the current ACT Christian School General Staff Multi-Enterprise Agreement. The salary and classification for this position will be dependent on the qualifications and experience of the successful applicant.

A Committed, Practicing Christian

Employees must be able to demonstrate a personal faith and commitment to the Lord Jesus Christ and a lifestyle consistent with that faith, including an active commitment to a Christian fellowship.

Right to Work In Australia

Employees must be Australian Citizens or hold a current and valid working visa. The School will not consider sponsorship nor support a visa application process.

Working With Vulnerable People Check

In keeping with the School's policy and legislative requirements, any offer of employment or ongoing employment is subject to holding a satisfactory Working With Vulnerable People check prior to commencing employment and maintaining this for the duration of your employment.

Acknowledgement

The requirements of this job description are intended to describe the general nature and responsibility of the work in this role. These statements are not to be construed as an exhaustive list of all duties, tasks and skills required of the job. Employees will also be required to follow any other job-related instructions and School policies, and to perform other job-related duties requested by their Manager to support the School's compliance with its legislative obligations. The Manager may, through consultation with the employee, vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

Application Requirements

Applicants are required complete the online application form and provide all of the following which must not exceed 6 pages in total.

1. Candidate's Statement
 - > A brief Statement of Application (no more than one page) outlining what the candidate feels she/he will bring to this position, and what she/he will expect to accomplish in the role.
2. Response to each of the Key Areas
 - > Candidates are asked to respond in 1 – 2 paragraphs to each of the Key Areas of Responsibility, taking into account experience, past roles, expertise and the selection criteria.
3. Curriculum Vitae, covering:
 - > Positions held (including details of present position), dates, scope of responsibilities and key achievements.
 - > Details of education and professional training and qualifications.

- > Any other relevant information, such as involvement in professional and community activities.
- > Certified copies of transcripts and degrees will be required should you successfully reach the interview round.

Further Information

All confidential enquiries can be directed to the Principal's office, by phone +61 2 6210 7012 or email principal@tcs.act.edu.au.

Applications close at **9am on Monday 18 July 2022** and are to be submitted electronically as a **single PDF document** as an attachment to the online application form.

Trinity Christian School

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