



Position Description

Title	Finance Manager	Reporting	Business Manager
Type	Full-Time - Permanent	Review	March 2026
Position Hours	Full-Time 38 hours per week		

Bayside Christian College is committed to child safety in every aspect of the College. Our College fosters openness to create a culture in which everyone – staff, parents, carers, and children – feel confident, enabled, and supported to safely disclose child safety or wellbeing concerns. The College has zero tolerance of any abuse or maltreatment of children. It is a requirement that all personnel working for the College adhere to and demonstrate they are familiar with the contents of the College's Child Safety and Wellbeing Policy, Child Safety Code of Conduct and all associated policies available at www.baysidecc.vic.edu.au

Introduction

Bayside Christian College is a coeducational, ELC to Year 12 Christian College. Bayside Christian College “exists to help parents equip their children for effective, God-glorifying lives as Christians in the world” (Constitution p. 8). It is therefore an inherent requirement of this non-teaching role that the holder is a committed Christian as demonstrated by consistent active and faithful attendance and service with a local Christian church.

Purpose of the Role

The Finance Manager is responsible for assisting the Business Manager to report to the College Executive and Board the financial position of the College by preparing accurate and timely financial reports using relevant accounting standards and principles. The Finance Manager plays a vital role with respect to future planning for the College through financial forecasting and modelling. The Finance Manager leads and manages the Finance team in providing excellent financial services to the Bayside Christian College team.

Responsibilities

Reporting & Compliance

- Preparation of monthly finance reports for the Business Manager
- Preparation of rolling forecasts
- Assisting the Business Manager with the preparation of acquittals and Government compliance lodgement obligations
- Assist the Business Manager in ensuring the school adheres to the Victorian Registration and Qualifications Authority (VRQA) financial sustainability standards.
- Maintain the fixed assets register including capital projects
- Preparation of Business Activity Statements and Fringe Benefits Tax (FBT) Returns and

- Oversight of GST and FBT/Salary Packaging including specific exemptions and concessions applicable to non-profit educational institutions.
- Prepare financial year-end working papers for the financial statement auditors
- Liaising with the auditors to provide the information requested for and during the financial statements audit
- Assist the Business Manager in the preparation of the Annual Financial Statements

Budgeting & Forecasting

- In consultation with the Business Manager, set the guidelines/timelines for the budget process
- Prepare budget packs for distribution
- Arrange budget meetings with Heads of School and managers of budget areas
- Prepare consolidated budgets including maintaining detailed budget templates for modelling income from Government Funding and School Fees
- Assist the Business Manager with presentation of budget papers for Board review and approval
- Assist the Business Manager in reviewing and revising College tuition fees and charges.
- Assist the Business Manager with developing and maintaining Capital Program processes and reports
- Prepare and maintain a comprehensive payroll workforce model for budgeting, forecasting, contract preparation and payroll verification purposes
- Support the Heads of School, budget managers and the Business Manager in monitoring actual vs budget progress throughout the year
- Provide information to the Business Manager in relation to budgets in the context of purchase decisions

Finance

- Lead the finance team providing day-to-day management and oversight, as well as coaching and training
- Oversight and review of all finance team members and their roles and responsibilities, including:
 - Oversee fee billing, collections, and the sensitive management of families experiencing financial hardship, including escalation to the Business Manager where required
 - Purchasing, including oversight of approval processes
 - Supplier payment runs
 - Treasury and cash flow management
 - Oversight of credit cards, virtual cards and expense reimbursements
 - Bank reconciliations and ensuring College adherence to cash receipting policies
 - Data entry and finance document management
 - Monthly reconciliations for relevant general ledger accounts
- Implement cost-effective purchasing policies and manage relationships with external vendors.
- Reconcile accounts and payments for school excursions
- Maintain leasing and hire purchase schedules

Payroll

- Maintain oversight in relation to the fortnightly staff payroll, supporting the Payroll Officer in the preparation of payroll, ensuring compliance with the relevant employment conditions
- Process staff superannuation payments
- Ensure that all ATO reporting and lodgement obligations including Single Touch Payroll, SuperStream and Pay Day Super requirements will be met
- Provide payroll calculations for the HR department for inclusion in contracts and letters of variation
- Review of all employment changes, variations, additions and terminations from a Budget and payroll processing perspective

Other

- Upon request, represent the Business Manager at meetings and events, including but not limited to meetings of the College Board and Executive
- Other duties from time to time as directed by the Business Manager or Principal.

Specifications

Experience and skills

- A sound understanding of and commitment to the Christian mission and philosophy of the College
- Be an active member of the Christian church
- High level of emotional intelligence and ability to lead a team
- Outstanding written and verbal communication skills
- Exceptional organisational ability, capacity to manage several concurrent tasks, and excellent attention to detail
- A high standard of professionalism, confidentiality and integrity
- A high level of computer literacy skills, especially with Microsoft Excel
- Displays initiative, flexibility, common sense and problem-solving ability
- Excellent time management skills with the ability to set priorities, meet deadlines, work efficiently, and capacity to perform under pressure
- Ability to work autonomously under limited direction and instruction
- High degree of proficiency with accounting processes, systems and standards
- Minimum 3 years of experience in a financial leadership/management role
- Adherence to and acceptance of the College's Statement of Beliefs is an essential condition of employment.

Qualifications

- Tertiary qualifications in Commerce/Accounting
- Membership of Chartered Accountants Australia & New Zealand (CA) or Certified Practising Accountants (CPA) preferred
- Current Employee Working with Children Check.

Inherent Requirements

As the position frequently interacts with students and staff during the course of employment, the role entails the direct modelling of the Christian faith, in word and deed, in our Christian learning community through such practices of faith as:

- Praying for the welfare of the College community, its students, parents and staff
- Participation in staff devotions, including leading such devotions on a scheduled basis
- Leading and participating in Bible study devotions
- Leading and participating in corporate prayer and worship with staff and the school community
- Demonstrating the Lordship of Christ over all creation including education and work
- Respecting students, parents and staff as fellow image bearers of God and co-workers in His ongoing Kingdom purposes of restoring and redeeming His creation
- Where appropriate, supporting teachers in classes with the delivery of the teaching and learning process, consistent with Bayside's Christian worldview perspective.

This Position Description may change at the discretion of the Business Manager and is subject to an annual review.