

## **Business Support Finance Officer**

Monivae College, is a co-educational day and boarding school offering a dynamic Catholic education in the charism of the Missionaries of the Sacred heart (MSC). We are a heart centred learning community that embodies the core values of love, positive relationships and compassion. We are the largest provider of secondary education in the region, focused on educating the mind, spirit and heart. Known for developing a high-quality teaching and support staff cohort, Monivae is recognised as an employer of choice. We are a future focussed school supporting staff in their professional growth and leadership. Please click the link for a [virtual School tour](#).

Monivae College welcomes the opportunity to meet with suitably qualified professionals The position provides high-level support for financial planning and management, including budgeting, reporting, grant submissions, compliance, and invoicing.

This position will:

- support finance and administrative functions
- ensure compliance is embedded in finance and administrative processes
- maintain accurate financial records and support internal controls
- assist with project-based finance tasks as well as payroll and staff leave and entitlement records
- contribute to reconciliations and financial reporting
- provide general admin and project support to the Business Manager and Finance team.

Applicants will have relevant qualification and demonstrated skills and experience in the delivery of Finance. You will also demonstrate excellent communication and interpersonal skills.

### **Enquiries**

For more information or a copy of the position description, please contact Miss Elle Guthrie, Director – Compliance, Risk and Culture, [eguthrie@monivae.vic.edu.au](mailto:eguthrie@monivae.vic.edu.au), 0458756242.

### **How to Apply**

Applications are to be addressed to the Director – Compliance, Risk and Culture, Miss Elle Guthrie. Please include a cover letter and your current Curriculum Vitae, inclusive of at least three professional referees. Applications to be emailed to [eguthrie@monivae.vic.edu.au](mailto:eguthrie@monivae.vic.edu.au).

Successful applicants are required to demonstrate a commitment to Catholic education, be compliant with Mandatory Reporting certification, hold a current Working with Children Check and undergo a National Police Check. Roles will be remunerated accordingly under the Catholic Education Multi-Enterprise Agreement 2022.

**Applications close Monday 26<sup>th</sup> May 2025.**

*The Monivae College community supports and promotes the safety, wellbeing and inclusion of all children and has a zero tolerance for child abuse.*

*A proud MSC College: ABN 24 071 878 549*

## **POSITION DESCRIPTION**

POSITION:	Business Support Finance Officer
DEPARTMENT:	Administrative
DATE PREPARED:	May 2025
REPORTS TO:	Business Manager / Principal

### **WORKING ENVIRONMENT**

Monivae College, is a co-educational day and boarding school offering a dynamic Catholic education in the charism of the Missionaries of the Sacred heart (MSC). We are a heart centred learning community that embodies the core values of love, positive relationships and compassion. We are the largest provider of secondary education in the region, focused on educating the mind, spirit and heart. Known for developing a high-quality teaching and support staff cohort, Monivae is recognised as an employer of choice.

The College has outstanding facilities, invests in innovation and is focused on excellence across a broad range of curricular and co-curricular offerings. Monivae is a progressive Catholic Secondary College, with a dynamic curriculum and a clear vision of its future. An ongoing capital works program has seen significant development in College facilities over the years. These include dynamic learning environments, a 6-lane indoor cricket centre, double stadium, indoor swimming pool, performing arts centre, heated undercover student recreation area, on campus boarding facilities, school wide wireless computer network and beautiful campus and grounds.

Monivae College is in a phase of growth and positive change, demonstrated by our membership of “New Metrics,” a partnership with Melbourne University and other forward-thinking schools across Australia. We are a future focussed school supporting teaching staff in their professional growth and leadership.

Monivae College is committed to Child Protection and to the implementation of its Child Safe policies and practices. Monivae College has zero tolerance for child abuse.

### **OUR VISION**

Monivae College is a Catholic secondary co-educational day and boarding school welcoming to everyone. Inspired by the vision of Jules Chevalier and spirituality of the Missionaries of the Sacred Heart.

### **OUR TOUCHSTONE STATEMENT**

Mind, Spirit, Heart

<b>POSITION SUMMARY</b>
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The Business Support Finance Officer is a key member of the Finance team and reports to the Business Manager and Principal. This role works closely with the Business Manager and Payroll Officer to ensure effective and efficient financial operations across the College.

The position provides high-level support for financial planning and management, including budgeting, reporting, grant submissions, compliance, and invoicing. The successful candidate will be detail-oriented, proactive, and committed to the values and mission of Monivae College.

Key responsibilities include:

- Assisting with the preparation, monitoring and reporting of the College budget and financial forecasts.
- Supporting the completion of annual financial returns, compliance reports and audit documentation.
- Preparing and issuing invoices, managing receivables, and supporting collection processes.
- Assisting in payroll processing and maintaining records related to staff entitlements and leave.
- Supporting the preparation and submission of grant and funding applications.
- Contributing to monthly and year-end reconciliations and financial reporting.
- Maintaining accurate and compliant financial records and assisting with internal controls.
- Providing general administrative and project support to the Business Manager and Finance team.

The Business Support Finance Officer is expected to demonstrate strong analytical and organisational skills, attention to detail, and a commitment to upholding Monivae College's values and financial integrity.

*It is not the intention of this role description to limit the scope or accountabilities of the position but to highlight the most important aspects. The accountabilities described may be periodically altered in accordance with changing needs of Monivae College and at the direction of the Principal.*

POSITION OBJECTIVE & KEY RESPONSIBILITIES	
<b>Financial Management and Reporting</b>	<ul style="list-style-type: none"><li>• Assist in the preparation and monitoring of the annual College budget.</li><li>• Support the preparation of financial reports, forecasts and analysis for internal stakeholders.</li><li>• Assist with compliance reporting including annual returns and financial audits.</li><li>• Prepare monthly and quarterly reconciliations and reports as required.</li><li>• Maintain accurate financial records in accordance with applicable standards and legislation.</li></ul>
<b>Accounts and Invoicing</b>	<ul style="list-style-type: none"><li>• Assist with accounts receivable and accounts payable processes.</li><li>• Prepare and issue invoices for tuition, boarding, and other College fees.</li><li>• Support the collection and reconciliation of outstanding accounts.</li></ul>

<b>Payroll and Employee Entitlements</b>	<ul style="list-style-type: none"> <li>• Work closely with the Payroll Officer to provide backup and support where required.</li> <li>• Assist with payroll processing and ensure compliance with applicable awards and agreements.</li> <li>• Support reconciliation of employee leave and entitlements.</li> </ul>
<b>Grants and Funding</b>	<ul style="list-style-type: none"> <li>• Assist in the preparation and submission of government and private grant applications.</li> <li>• Maintain records and reporting requirements for grants and special funding programs.</li> </ul>
<b>Compliance and Administration</b>	<ul style="list-style-type: none"> <li>• Ensure compliance with College policies, government legislation, and Catholic Education regulations.</li> <li>• Support the Business Manager with data collection and documentation for finance audits and reviews.</li> <li>• Maintain confidentiality of financial and sensitive information.</li> </ul>
<b>General Finance Team Support</b>	<ul style="list-style-type: none"> <li>• Liaise with internal faculties to support their financial needs.</li> <li>• Contribute to continuous improvement initiatives within the Finance Team.</li> <li>• Provide administrative and project support as required.</li> </ul>

<b>KEY SELECTION CRITERIA</b>	
<b>Qualifications and Experience</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Relevant qualifications in Accounting, Finance, or a related field.</li> <li>• Experience in a finance, accounting or bookkeeping role.</li> <li>• Strong numerical and analytical skills with attention to detail.</li> <li>• Working with Children Check (VIC)</li> <li>• National Police Check</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience in an education setting or not-for-profit organisation.</li> <li>• Knowledge of accounting software</li> <li>• CPA/CA qualification or working towards accreditation (highly regarded).</li> </ul>
<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills with a positive and pro-active attitude</li> <li>• Highly developed computer skills including Microsoft Suite including Microsoft Word, Excel, PowerPoint, financial tools and Google applications.</li> <li>• Proven ability to communicate clearly, actively listen to others and respond with understanding and respect.</li> <li>• A proactive approach to problem-solving and a commitment to continuous improvement.</li> <li>• Proven organisational skills, ability to prioritise own workload and to use sound judgement, managing competing demands and delivering high quality outcomes with exceptional attention to detail.</li> <li>• Personal sense of initiative, innovation, and enthusiasm</li> </ul>
<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"> <li>• Supports and models College values and Catholic, MSC ethos when dealing with all stakeholders and peers.</li> </ul>
<b>Commitment to Child Safety</b>	<ul style="list-style-type: none"> <li>• Understanding of and commitment to legal and moral obligations relating to child safety</li> </ul>

	<ul style="list-style-type: none"> <li>• A demonstrated understanding of legal obligations relating to child safety (e.g. mandatory reporting) and willingness to comply with the College's child safe policy and code of conduct and any other policy, procedures or legislation related to child safety.</li> </ul>
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<b>EMPLOYMENT CONDITIONS</b>	
<b>Appointment</b>	This position is appointed by Monivae College and the incumbent is an employee of Monivae College. The role is subject to the College's Policies and Procedures as provided as part of the Induction Program and ongoing Training Program.
<b>External Liaisons</b>	<ul style="list-style-type: none"> <li>• Missionaries of the Sacred Heart</li> <li>• Victorian Catholic Education Authority</li> <li>• Diocese of Ballarat Catholic Education Limited (DOBCCEL)</li> <li>• Auditors, consultants, and external funding bodies</li> </ul>
<b>Conditions</b>	<p>Conditions are in accordance with the Catholic Education Multi-Enterprise Agreement 2022.</p> <p>Classification Level and salary will be negotiated with the successful applicant, in accordance with qualifications and experience.</p>
<b>Review and Appraisal</b>	<p>As an employee of Monivae College this appointment will comply with the contract of employment.</p> <p>The incumbent is subject to the College's Annual Review Policy.</p>
<b>Professional Development</b>	Undertake professional development in line with the College Professional Learning policy.

No position description can be entirely comprehensive. The incumbent will be expected to carry out such other duties as may be required from time to time and are broadly consistent with the position description. The position encompasses participation in decision-making processes and other activities relevant to the role which may require occasional involvement outside the currently designated school hours.