

Position Description: Finance Manager

Date: 15 March 2019

Hours: 0.6 EFT

Whitley College

As the Baptist College of Victoria and as an agency of the Baptist Union, Whitley College is dedicated to providing high quality theological educational resources to all of those committed to the call of God and to the life and mission of the Church in a rapidly changing society. In offering theological education through a comprehensive range of diplomas and degrees accredited by the University of Divinity, professional development opportunities, advanced research programs, and innovative and flexible training initiatives, Whitley seeks to fulfil its mission to equip men and women for leadership and service in a variety of ministries in church and society. Whitley is committed to creating an even stronger and dynamic learning environment for students and to develop further the relationships with partners and stakeholders.

University of Divinity

Whitley College is one of the eleven colleges of the University of Divinity and part of its collegiate structure. The University of Divinity promotes the highest standards of scholarship in theology, philosophy and ministry. Through scholarship, the University aims to address the issues of the contemporary world. Founded in 1910 as the Melbourne College of Divinity, the University has a long history of pursuing and achieving these aims.

Primary objectives

Whitley is seeking a person to fulfil the position of Finance Manager. The Finance Manager is to be responsible for the strategic and operational financial management at Whitley College.

Key responsibilities

- Leadership and strategic management of College finances in line with the approved College Strategic Plan and based on structural collegial conversations with the College Executive and under the guidance of the Principal;
- Daily operational collaboration with the accounting office;
- Compilation of budgets, evaluation of financial performance, identification and participation in action to ensure financial performance is in accord with the expectations of the Whitley College Council;
- Production of appropriate monthly, annual and occasional financial reports as required by the College Executive and College Council, ensuring that they reflect a true and accurate picture of the College's operating and financial position;
- Management of the month end finance process, including reconciliations, cash flow and reporting; management of Year end finance process, including Statutory accounts;
- Oversight of all matters relating to payroll, debtors, risk management, financial and administrative control, insurance and investments;
- Oversight of compliance with financial regulatory obligations such as superannuation, PAYG and all reporting and lodgement requirements of the ACNC;
- Ensure the College is aware of and compliant with relevant accounting standards and current accounting practices;
- Ensure appropriate internal controls and policies are in place for the College's finances;
- Evaluation and approval of major contracts such as internet service provision, catering, cleaning, sanitary services and grounds and facilities maintenance, based on proposals brought to the College Executive;
- Liaison with the College Auditors in annual audits and in implementing the recommendations from the auditors as agreed with Council;
- Liaison and interaction as necessary with the Financial Managers and Bursars of the other colleges of the University of Divinity, BUW and other organisations to whom Whitley College relates;
- Ensure all financial reporting to Government and University of Divinity are completed within defined time frames;
- Specific commitment to lead and collaborate in raising funds to support academic programs and faculty research in creative alliances with stakeholders and other partners in theological education.

Key characteristics

- A person of faith and a lively commitment to the mission of Baptist Churches in a variety of ministerial contexts;
- Demonstrated commitment to leadership and action in transitional contexts;
- Skilled and transparent communicator and thoughtful negotiator with good listening skills and sensitivity to diverse perspectives;
- A strong commitment to visionary leadership and collegial administration in theological education.

Key skills

- CPA/CA as basic background.
- Proven experience in strategic financial management and budget modelling.
- Skilled in written and verbal communication.

Prospective and interested candidates may direct inquiries to the Principal of Whitley College, Rev Dr René Erwich (rerwich@whitley.edu.au).

Applications

Interested candidates for the role are kindly requested to submit their application with full curriculum vitae, a cover letter and 3 letters of reference, included in the application, no later than **15 April 2019**, to financemgr@whitley.edu.au. Review of the applications will begin soon after 15 April 2019.