Position Title: Director of Finance
Faculty/Department: Finance
Employment status: Full-time, ongoing
Reports to: Chief Financial Officer
Classification: Professional

Brisbane Girls Grammar School

Brisbane Girls Grammar School is a leading secondary school for girls in Australia. Established in 1875, it is one of the original Grammar Schools in Queensland with an outstanding reputation and enjoys a proud tradition of women’s achievements. The historic main campus is located in the heart of Brisbane, close to the CBD. The School also has two other campuses – Rangakarra Recreational and Environmental Education Centre located at Fig Tree Pocket in the western suburbs of Brisbane and Marrapatta Memorial Outdoor Education Centre, located approximately 2 hours north of Brisbane in the Mary Valley.

The Position

Reporting to the CFO, the Director of Finance is responsible for the leadership of our finance team of three professionals, to ensure best commercial practice and to contribute to the strategic direction of the School.

Key Accountabilities

Duties include, but are not limited to:

- Contribute to the strategic direction of the School through sound analysis, forecasting and reporting.
- Provide effective leadership, mentoring and direction of the finance team.
- Ensure effective performance of the School’s finance operation through exemplary financial modelling and efficient systems and processes, while complying with the relevant statutory requirements.
- Prepare and present monthly financial reports to the Finance and Audit Committee and Board of Trustees.
- Assist the CFO in the development of the School’s 10 year financial forecast and annual budget.
- Prepare various financial reports, including annual financial statements as required by the CFO.
- Prepare and review various financial reports required by Federal and State Governments, such as the financial questionnaire, various Acquittals, Commonwealth and State Census, MySchool data requirements.
- Communicate with governing bodies regarding financial data disclosure.
- Coordinate the annual audit process.
- Supervise the following functions:
  - financial information systems
  - payroll, superannuation and PAYG tax
  - billing and accounts receivable
  - accounts payable
  - cash management
- Manage tax administration, including review of FBT return and lodgement of monthly business activity statements.
- Ensure effective and efficient accounting processes and systems support the business.
- Implement appropriate risk management strategies based on the finance risk register.
Position Description

- Manage working relationships with School’s banks and financial institutions.
- Provide advice and guidance with faculty budgets to various individuals and groups within the School community (including P&F Association support groups and school sport clubs).
- Adhere to workplace health and safety policies and practices to foster a positive work environment that supports the culture of our School.
- Undertake other projects as discussed with the CFO or the Principal.

Qualifications, Experience and Competencies

- Relevant tertiary qualifications in commerce, accounting or similar, including CA/CPA qualifications.
- A minimum of 5 years’ experience, in a commercial environment.
- Proven results in effectively leading a team of professionals.
- Ability to think strategically and contribute to the commercial sustainability of the School.
- Demonstrate knowledge of statutory compliance reporting (desirable).
- Ability to liaise professionally and confidently with staff, trustees, students, parents and various external stakeholders, such as government bodies, Australian Taxation Office and suppliers.
- Highly developed communication and interpersonal skills.
- Sound analytical and problem solving skills.
- Advanced computer skills including proficiency in Microsoft Office and financial systems.

Organisational Structure

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Finance

Director of Finance

Finance Officer
Financial Accountant
Payroll Officer
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