



Hunter Valley
Grammar School

A photograph of three students in school uniforms. On the left is a young boy with freckles, smiling broadly. In the center is a young girl with her hair in a bun, also smiling. On the right is a young woman with her hair in a bun, smiling. They are all wearing blue blazers over white shirts and green and blue plaid ties. The background is a blurred outdoor setting with trees.

Chief Financial Officer

Information for Applicants

Hunter Valley Grammar
Hunter Valley Grammar
Responsibility

Gratitude

Citizenship

Respect
Optim

This position has become available due to the impending retirement of our current Chief Financial Officer after 30 years of distinguished service to the School.

The School

Hunter Valley Grammar School is located on an expansive 32-acre park-like campus with impressive facilities; quite rare amongst schools across NSW and the envy of most. Our School is 2-hours north of Sydney, at the gateway to the Hunter Valley wine and coal mining region. It is situated a 30-minute drive from the Newcastle CBD and 45-minute drive from Port Stephens.

The area is the fastest growing regional centre in NSW with a diverse range of employment and recreational activities and services. Locals enjoy an all-encompassing valley lifestyle with easy access to both the mountains and beaches.

Hunter Valley Grammar School:

- provides a balanced education of academic, cultural and sporting endeavours supporting each student's intellectual, physical and emotional development;
- models itself as a teaching and learning community which encourages the pursuit of excellence in all areas inspiring students to want to become life-long learners;
- provides a learning environment where students feel safe and confident to challenge and question the world around them, where young people feel secure and confident, and enjoy participating in all aspects of school life;
- offers an academically rigorous and comprehensive programme that engages all students in all aspects of school life;
- assists students to achieve success by encouraging the realisation and achievement of 'personal bests';
- provides a diverse range of opportunities and activities to assist students to maximise their potential and exceed their expectations;
- helps young people to strike a happy, healthy balance between work, family, leisure, life-long learning and being good citizens;
- values a strong, affirming and positive partnership with parents and the wider community;
- prides itself on the quality of pastoral care provided, believing in the intrinsic worth of each student and embracing a culture that treats all community members with care and compassion, dignity and respect; and
- is determined to ensure that students act with moral conscience and judgment based on our values of responsibility, integrity, respect, citizenship, courage, compassion, optimism and gratitude.

Role Statement

The CFO will take the lead in all aspects of financial strategy and management, seeking to ensure the long-term vitality of the School and to maintain and update robust structures to monitor performance and reduce risk. They will work closely with the Principal and the Governing Body to adhere to the aims of the School and to enable the School's Strategic Vision and its Development Plan. They will also work with several key support personnel, including the Compliance Manager, Executive Assistant to the Principal, Assistant Accountant, Accounts Manager, and Payroll Administrator.

The Chief Financial Officer will be accountable for all accounting and financial matters, including but not limited to:

- Financial performance and ensuring the School remains financially viable;
- Managing financial risks;
- Financial planning and record-keeping;
- Financial reporting to various government departments and ensuring statutory and tax obligations are met;
- Oversees all company accounting practices, including accounting departments, preparing budgets, financial reports, tax and audit functions;
- Directs financial strategy, planning and forecasts; conferring with the Principal;
- Supervises investments; and
- Studies, analyses and reports on trends, opportunities for expansion and projection of future growth.

As a member of the Hunter Valley Grammar School Staff, the following are core expectations:

- Play a critical leadership role in driving the achievement of the School mission, vision and goals;
- Create and reinforce a culture of leadership that engenders transparency, outcomes, responsibility and accountability;
- Foster a commitment to continuous improvement and the value of collaboration and sharing of knowledge and information;
- Demonstrate overt support for the School values;
- Manage people within an area of responsibility using available tools and skills to directly or indirectly influence the focus and direction provided to employees; and
- Develop and maintain positive working relationships with external stakeholders.



Specific Responsibilities

- Cash Flow – Rigorous monitoring of the School's cash flow and maintaining the integrity of funds
- Maintaining long term financial outlook in line with the School's strategic plan
- Preparation of monthly financial reports for the School Board
- Preparation of monthly Asset Management Committee financial reports
- Maintaining the School's asset register
- Ensuring sound procedures for record-keeping
- Preparation of annual financial statements and compliance with financial regulations and standards
- Rigorous budget preparation, including detailed information on all income, salaries and capital expenditure (3 largest items)
- Working within budget parameters
- The integrity of the payroll system
- Employee contracts and interpretation of the various Awards and MEAs
- The integrity of debtors and billings processes
- Monitoring debtors
- The integrity of all payments to creditors
- Reviewing and maintaining the integrity of robust internal controls
- Compliance – ensuring the following occurs by required dates:
 - PAYG compliance – including lodgment of fortnightly group tax to ATO and compliance with STP and EOFY ATO uploads
 - Reconciliation and preparation of monthly superannuation lodgments
 - Reconciliation of leave accruals
 - Preparation and submission of quarterly BAS returns to the ATO
 - Preparation and submission of annual FBT return to ATO include auditing of same before submission
 - Preparation and submission of the annual Financial Questionnaire
 - Preparation and submission of the Commonwealth Census in August
 - Annual reporting to the ACNC
 - Preparation and submission of the annual Workers' Compensation questionnaire
- Annual School audit, ensuring all required documents and information is available for the auditors, including detailed spreadsheets on all aspects of the School's financial operation.
- Insurance including completion of the annual insurance questionnaire and lodgment of insurance claims as required

- Oversight of the School's uniform shop
- Supervision of the School Canteen operation

The Chief Financial Officer will be a member of the following Committees:

- Executive Leadership Team;
- Board Policy & Compliance Committee;
- Board Asset Management Committee;
- Board Finance Committee; and
- Board Scholarship Committee.

Note – the CFO does not attend Board meetings.

Relationships with other Executive Leaders and the community

The Chief Financial Officer

- Reports directly to the Principal
- Provides support and advice to members of the Executive Leadership Team and Operations Team

Organisational chart

An organisational chart can be found at the end of this Statement.

Selection Criteria

The Chief Financial Officer is expected to:

- Have up to date knowledge of current financial and accounting computer applications.
- Possess excellent verbal, analytical, organisational and written skills.
- Have highly developed decision-making skills and a demonstrated ability to think strategically, creatively, analytically, and problem-solve;
- Possess outstanding interpersonal and communication skills, with demonstrated ability to build rapport and interact effectively at all levels of the School;
- Have strong organisational and time management skills, with an ability to prioritise tasks, meet prescribed deadlines, and concurrently manage several competing tasks;
- Make a demonstrated commitment to personal, professional development and learning;
- Possess strong knowledge of the independent education sector with previous experience in an independent school of at least five years;
- Have a relevant bachelor's degree and preferably a master's degree or equivalent qualification(s), which show further growth and development since completing a first degree; and
- Be a member of ASBA; or be eligible to be a member.

Salary and Conditions

- An appropriate remuneration package will be negotiated with the preferred candidate which includes annual leave and other entitlements;
- The CFO is required to work flexible hours; and
- The CFO will be required to attend meetings and functions as part of, or in addition to, normal working hours. Several duties and responsibilities will need to be performed at times other than during the school day or when students are in attendance.



Applications

The successful applicant is expected to commence duties on Monday 29 June 2020.

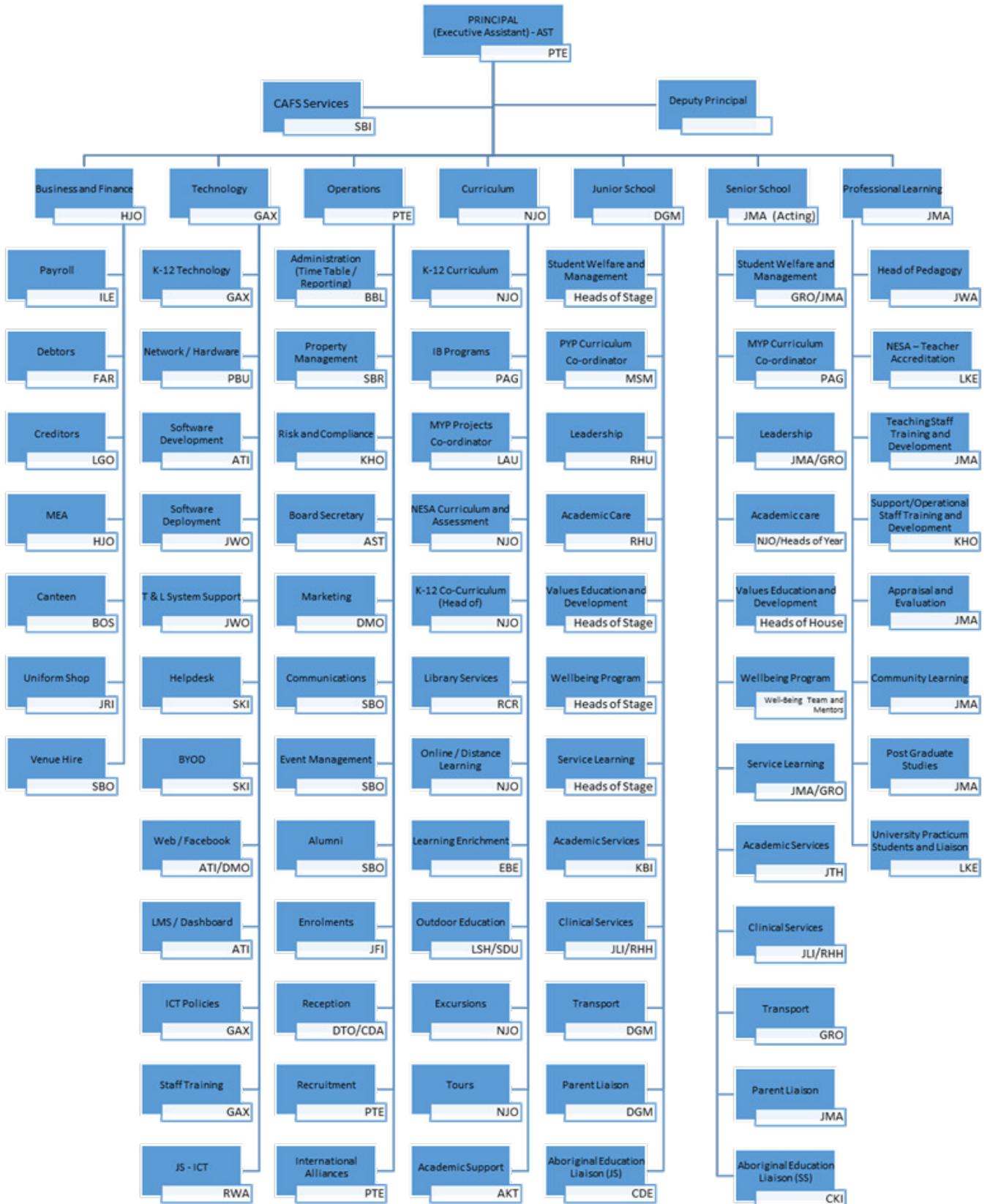
Interested applicants should contact the Principal's Executive Assistant, Ana Stratton on 02-49310713 or by email, strattona@hvgs.nsw.edu.au for a telephone appointment with the Principal, Paul Teys, to discuss the role and the applicant's suitability for the position. This is the first step in the recruitment process. Please do *not* submit a resume at this stage; this is not required.

Information regarding the School is available at www.hvgs.nsw.edu.au

Recruitment Process

1. Position advertised immediately
2. Telephone interviews with interested applicants concluded by Friday 25 October 2019
3. Principal invites selected applicants to submit a short paper as part of the process, due by Friday 8 November
4. Principal invites selected applicants to submit a formal application by Friday 15 November 2019
5. Psychometric testing for short-listed applicants, from Monday 25 November 2019
6. Applicants notified if they have been short-listed for an interview by Friday 6 December 2019
7. Interview: Saturday 8 February 2020 (this is not negotiable)

HVGS Board Governance





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