



**SAMUEL
MARSDEN**
COLLEGIATE SCHOOL

POSITION DESCRIPTION

POSITION: Financial Controller

REPORTING TO: Business Director

STAFF RESPONSIBILITY: Accounts Payable Officer

DATE: May 2025

POSITION PURPOSE:

The Financial Controller is a key financial leader and facilitator, overseeing all financial operations, accounting functions, and fiscal compliance for the school. This role is responsible for ensuring the smooth, transparent, and efficient management of the school's financial health, budgeting processes, and resource-related services.

By overseeing all financial administration, management reporting, audit preparation, payroll oversight, and internal controls, the Financial Controller enables the school to operate with fiscal integrity. Ultimately, this role supports the Business Director in delivering a high-quality, sustainable educational experience for students, staff, and the Board through sound financial stewardship.

OBJECTIVES OF POSITION

- Responsible for all aspects of the accurate, up-to-date and timely accounting processing in accounts receivable, accounts payable, and general ledger.
- Monitor internal controls and design and maintain proper control processes
- Data analysis and reporting to the Business Director and the Board.
- Ensure the accurate and timely preparation of month-end processing, monthly financial statements and management reporting for the Finance Committee of the Management Board.
- Prepare monthly budget reports for the cost centre controllers.
- Ensure the accurate and timely preparation of the staff payroll.
- Maintain correct staff pay and leave records.
- Manage the daily cash flow of the school, including forecasting needs and working with the Business Director to issue board instructions.
- Complete the PAYE / GST and other statutory returns.
- Prepare the annual audited financial statements for the school.
- Maintain effective relationships with auditors, manage the audit process and implement recommendations for the school accounts.
- Assist in the preparation of the annual budget.

- Undertake any statistical, reporting and financial work as required.
 - Debt management and collection.
 - Ensure compliance with laws and financial regulations by understanding external reporting requirements.
 - Identify cost savings and operational efficiencies, ensuring staff and finance resources are used effectively, duplicated functions are reduced, and processes are improved.
 - Undertake any projects as required.
 - Provide accounting support to school groups as and when required.
 - Maintain effective, positive contact with all staff members: teaching and non-teaching.
 - Engender behaviour, positive attitudes and practices consistent with the School Mission Statement.
 - Ensure that visitors feel welcome in the school.
 - Ensure that all queries regarding finance and administration matters are responded to promptly.
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RESPONSIBILITIES

- **Accounting System** - Accurately maintain all modules including month-end account reconciliations and next period system rollover.
- **Accounts Payable** - Oversee the Accounts Payable Officer's action in the Creditor Module. Check and authorise accounts payable invoice payment batches. Ensure recoverable items invoiced.
- **General Ledger** - Ensure the sub-systems are tied to the general ledger. Check accuracy & integrity of the ledger balances. Prepare and process journal batches as required. Roll over the general ledger to the next period monthly.
- **Accounts Receivable** - Process accounts receivable into general ledger. Ensure charges and term fees are accurately invoiced and issued, debtor period end reconciliation is done, and month-end is rolled over correctly.
- **Bank Accounts** - Oversee the daily movements of the bank accounts. Check the bank reconciliation statement and batch receipts / payments in the bank account. Ensure the ledger balances of all the bank accounts are reconciled with the actual bank statements.
- **Accounting System Review** - Investigate any irregularities and resolve system problems.
- **IRD Payments** - Responsible for the accurate and timely payment of PAYE, GST, ACC and other tax obligations.
- **Prepare Statutory/Statistical Returns** - GST/PAYE and other statistical/statutory returns as required.
- **Financial Statements** - Ensure the accurate and timely preparation of all the monthly and annual financial statements, including the outstanding debtors report. Forecast cash flow statements for the Finance Committee of the Management Board. Prepare the monthly budget report and assist with the annual budget report. Review the monthly transactions to ensure expenses are properly recorded and expenditure is within the budget.
- **Payroll** - Prepare and process the payroll for the school. Maintain staff records, including leave balances. Prepare cash flow for the payroll. Reconcile PAYE and other payments to IRD. Reconcile the superannuation scheme deductions and payments to the scheme administrators.
- **Accounting Procedures** - Ensure accounting systems and data processing procedures are appropriate and efficient. Recommend new or updated accounting policies and procedures for activities as appropriate. Investigate system problems and implement solutions to improve the system operations.

- **Projects/Other** - Provide backup for key tasks in absence of office administration staff and the Business Director. Assist the Business Director to roll out new systems and processes as well as any other financial projects or other tasks as may be required from time to time.
 - **Other duties** - as determined in consultation with the Business Director.
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SKILLS AND EXPERIENCE REQUIRED

- Proven leadership experience in finance, with 5+ years finance experience. School or education-sector experience or qualifications an advantage but not essential.
 - Strong financial management skills and experience in a financial controller role.
 - Knowledge of property, facilities, or asset management and audit processes.
 - Strong organisational, analytical, and problem-solving abilities.
 - Strong budgeting, forecasting and financial reporting skills.
 - Proficiency in preparing monthly management accounts, cash flow statements and statutory financial statements for the Business Director and the Board.
 - Excellent communication and interpersonal skills with the ability to build strong relationships.
 - Ability to manage multiple priorities in a fast-paced environment.
 - Proficiency with financial software, banking platforms, preferably ANZ, and business management systems (or willingness to learn).
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PERSONAL ATTRIBUTES

- High level of integrity, professionalism, discretion and confidentiality.
 - Collaborative and approachable.
 - Ability to translate complex financial data into actionable language for the Principal and Board members.
 - Strong service mindset with a commitment to supporting staff, students, and families.
 - Strategic thinker with a hands-on, practical approach.
 - Resilience under pressure.
 - Calm, solutions-focused, and adaptable.
 - Commitment to the school's values, culture, and long-term vision.
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EMPLOYMENT TERMS

Remuneration

Remuneration package will be negotiated depending on skills and experience.

Hours of Work

This is a permanent full-time role (40 hours per week). Flexibility to work outside normal business hours may be required.