Chief Financial Officer
&
Secretary to Board of Trustees
Position Description
Ipswich Girls’ Grammar School including Ipswich Junior Grammar School is a non-denominational school for boys and girls from Early Education to Year 6 and girls only from Year 7 to Year 12, with boarding for girls in Years 5 to 12.

The School aims to develop confident, well-educated girls and boys by providing a positive, personalised, holistic education program for each student so that they are well-prepared for higher learning, global citizenship and life. The School actively strives to know every student so that each child will receive more individual attention in every class, every day.

Quality teaching facilitates quality learning. The School has established a high quality professional learning community. Our teachers are dedicated, enthusiastic, knowledgeable professionals who care about their students’ holistic education and welfare.

The School is well-resourced with a range of information and communication technologies that can be used to modify the timing and pace of learning to suit individual needs. Every student from Year 4 to 12 has a personal computer and Prep to Year 3 students have access to class sets of a range of devices.

The School provides a wide range of co-curricular opportunities in order to further develop individual strengths, talents and potential in the Arts, sport, community service and personal and social development.

**Focus**

Confident, well-educated young women, girls and boys.

**Vision**

Ipswich Girls’ Grammar School including Ipswich Junior Grammar School focuses on excellence and nurturing every young woman, girl and boy to become confident, well-educated and prepared for higher learning, global citizenship and life.

**Mission**

Inspired by its proud history and traditions, Ipswich Girls’ Grammar School including Ipswich Junior Grammar School aims to excel at providing each girl and young boy with a positive, personalised, holistic education by dedicated, professional staff in safe, first-class learning environments.

**Location**

Address: 82 Chermside Road
EAST IPSWICH QLD 4305

Telephone: +61 7 3454 4447
Facsimile: +61 7 3454 4480
Email: principal@iggs.qld.edu.au
Website: http://www.iggs.qld.edu.au
Preamble

The School is seeking to appoint a Chief Financial Officer & Secretary to Board of Trustees (CFO/Board Secretary) commencing 1 October 2017. The position requires an experienced manager who is committed to the long-term financial and strategic planning of the School. In addition to this primary role, the CFO/Board Secretary will provide support to the Principal as the Chief Executive Officer of the School. It is expected that the CFO/Board Secretary will be involved in the life of the School, developing healthy relationships with staff, students and families to assist with building the ‘community’ at the School.

Quality teaching facilitates quality learning. The School has a coordinated, developmental learning and teaching framework that guides program development and instruction so that teachers remain focused on the important aspects of education; the needs of the child. The School has established a high quality professional learning community for its teachers so that they remain at the forefront of the art and science of learning and teaching. Our teachers are dedicated, enthusiastic, knowledgeable professionals, who care about their students’ all-round education and welfare.

The School is well-resourced with a range of information and communication technologies that can be used to modify the timing and pace of learning to suit individual needs. Every student from Year 4 to 12 has a personal computer and Prep to Year 3 students have access to class sets of a range of devices.

The School provides a wide range of co-curricular opportunities to further develop individual strengths, talents and potential in the Arts, sport, community service and personal and social development.

The School offers safe, first-class learning facilities, including the five-level Peter Phillips Senior School complex, modern classrooms and science laboratories, and a 200-seat auditorium. The School also has a swimming pool, large playing fields, tennis courts, a gymnasium, netball and volleyball courts, and a fitness centre and human movements laboratory.

Position Overview

The CFO/Board Secretary has dual accountability to the Board of Trustees and Principal & CEO for the financial and business management of the School. The CFO/Board Secretary is appointed by the Board of Trustees under the provisions of the Grammar Schools Act 2016, in consultation with the Principal & CEO.

- The CFO is responsible to the Principal & CEO for the day-to-day business administration, financial management, information technology, and property management of the School.
- As Board Secretary, he/she reports to the Board through the Finance Committee at intervals and in a level of detail determined by Board policy.

The CFO/Board Secretary is responsible for managing teams of dedicated corporate staff and he/she supports the Principal & CEO and the Board of Trustees in developing and implementing the strategic direction of the School.

A performance review will be completed annually by the Board of Trustees and Principal & CEO.

Committees

Board
- Community Relations
- Property
- Finance
- Board of Trustees

School
- Workplace, Health & Safety (Chair)
- Business Services (Chair)
- Executive
- Information Technology

Other project-based committees as directed by the Principal & CEO
The CFO/Board Secretary’s Personal Assistant’s role exists to provide secretarial assistance and administrative support to the CFO/Board Secretary in the administration of the financial and business functions.

| THE ROLE |
|------------------|---------------------------------------------------|
| **Position Title:** | Chief Financial Officer & Secretary to Board of Trustees (CFO/Board Secretary) |
| **Reports to:** | Board of Trustees and Principal & CEO |
| **Remuneration:** | Executive level salary package |
| **Contract:** | 5 year term with possible extension |

**Key Responsibilities**

**Business Administration**

The CFO is responsible for providing leadership in the development and enhancement of the Business Operations of the School by:

- Providing the framework for the development and implementation of change management initiatives, including business process improvement to continuously improve service to stakeholders of the School
- recommending financial strategies that will ensure the long-term success and viability of the School to the Board and Principal & CEO
• Developing financial scenario plans based on enrolment trends, demographic analysis and debt servicing capacity
• Annually benchmarking the School’s financial position and performance and conveying the results and plans to the Board to assist in decision-making
• Working with the Information Technology Manager and Executive to achieve a co-ordinated, school-wide approach to enhancing business services using information and communications technology
• Liaising with the Director of Enrolments and Community Relations to achieve enrolments and fundraising targets and to ensure good relationships with the Old Girls Association, Parents and Friends Association and the wider community
• Developing and maintaining risk management registers and compliance policies and procedures associated with areas of responsibility - finance, property, transport, technology, catering, cleaning and boarding - for approval by the Board of Trustees and Principal & CEO
• Ensuring that business services policy documents are accessible to all staff on the School’s intranet
• Identifying and managing other revenue raising opportunities, for example, hire of the School’s facilities
• Keeping abreast of emergent trends and developments in the corporate and educational sectors

Financial Management

The CFO is responsible for leading the financial management of the School by:
• Overseeing the day to day running of all accounts
• Ensuring appropriate accounting systems and procedures
• Being responsible for the collection and accounting for all school fees and levies
• Reporting on and recommending appropriate action in relation to non-payment of fees
• Oversight of the preparation and maintenance of salary records and payroll administration including Leave, Superannuation, Workers Compensation, Taxation and any other deductions
• Ensuring compliance with regulations and timely submission of all returns related to taxes and charges levied by Commonwealth/State Governments, including but not limited to FBT, GST, PAYG
• Presentation and overseeing the preparation of monthly financial statements and reports for the Finance Committee
• Presentation and overseeing the preparation of financial returns and statements for State and Commonwealth government and other statutory authorities, as appropriate
• Preparing applications for Capital Grants, in consultation with and, as directed by the Principal & CEO and the Finance Committee
• Preparing financial plans, budgets and forecasts, capital and revenue, including formulating the annual budget together with recommendations to the Finance Committee regarding the level of School fees and charges
• Assisting in the implementation of the School Audit and acting on the Auditors report as required
• Ensuring that all financial records, as required by the Board and the statute, are accurate and securely maintained
• Preparing and submitting to the Board, the School Annual Budget and Annual Reporting as required
• Managing the yearly Operational Financial Management plan and reporting systems for performance monitoring of the School, in line with accrual accounting requirements and legislation
• Overseeing regular reviews of budget expenditures and reporting to the Principal & CEO and Board as required
• Advising, recommending or reporting on any proposed changes in internal control procedures
• Managing the purchasing function related to operating and capital expenditure, including all energy and utility contracts
• Overseeing appropriate procedures to be followed by all staff for the ordering and receipt of goods

School Property/Facilities/Information Technology

The CFO is responsible for overseeing the management of the School’s property by:
• Consulting with external auditors and consultants and monitoring internal controls
• Maintaining a business continuity plan to ensure preparedness for exceptional circumstances, including disasters
• Contributing to the planning and implementation of the School’s Masterplan
• Maintaining and developing school facilities under the direction of the Board and the Principal & CEO
• Liaising with builders, architects and other consultants on major capital works
• Securing school property and ensuring adequate fire protection
• Ensuring the School maintains an appropriate suite of insurances (property, safety, WorkCover etc), including an insurance schedule
• Developing and maintaining the Assets Register in accordance with the *Financial Administration and Audit Act 1977 and the Financial Management Standards 1997*
• Chairing the Workplace Health and Safety Committee and ensuring compliance with workplace health and safety policies and procedures

**People Leadership**

The CFO will provide leadership and management to all staff associated with the Business Services of the School by:
• Leading, managing and participating in the School’s Performance Review program
• Managing staff appointments related to areas of responsibility
• Ensuring that all business services middle managers receive adequate support and professional development
• Annually, reviewing staffing arrangements across the business services areas and making recommendations
• Maintaining current knowledge of IGGS’ Enterprise Agreement and advising the Principal & CEO on industrial matters
• Ensuring the School’s compliance with relevant Enterprise Agreement and Employment Contracts.
• Annually, assisting with and advising reviews of salaries for salaried staff.

**Secretary to the Board of Trustees**

**Key responsibilities of the Secretary to the Board of Trustees as per the Grammar Schools Act 2016:**
• Custody of the School seal and maintenance of the register of donors and subscribers
• Functioning as returning officer at elections of Trustees and attending to other statutory issues relating to the appointment and election of Trustees as defined in the *Grammar Schools Act*

**Key responsibilities of the Secretary to the Board of Trustees include:**
• Attending Board of Trustees and sub-committee meetings and advising the Board when required
• Accountability to the Board on all governance matters
• Ensuring that the Board’s policies, procedures, and commitment concerning compliance are effectively monitored and implemented

The Secretary to the Board of Trustees will enhance the effectiveness of the Board of Trustees by:
• Providing general secretariat support for the Chairman of the Board of Trustees, the Board and its sub-committees (Finance, Property and Community Relations)
• Ensuring the provision of timely and appropriate information to the Board (meeting papers including the preparation and distribution of agendas, documenting minutes for Board and sub-committee meetings)
• Providing high-quality papers for Board and sub-committee meetings and co-ordinating meetings
• Ensuring Board awareness and approval of administrative processes
• Assisting Board members with their roles and the performance of their duties
• Negotiating commercial arrangements with third parties

The Secretary to the Board of Trustees will provide support to the Board on statutory compliance by:
• Ensuring the Board’s cognisance of its and the School’s compliance obligations with respect to the enabling legislation, the *Grammar Schools Act 2016*, and related legislation, and through the development of policies and procedures to be adopted by the Board
• Maintaining a Board Policy Register and reviewing at regularly for compliance with such policies
• Assisting the Chair in the induction program for new trustees
• Liaising with Queensland Treasury, Queensland Audit Office and Education Queensland as appropriate and as so directed by the Chair or Principal

Such other duties relevant to the role of CFO/Board Secretary as may be required from time to time.

**Competency Required**

• Proven people, leadership and stakeholder engagement skills
• Excellent knowledge of financial systems, accounting standards and taxation requirements
• Excellent understanding of Board and Corporate Governance issues
• Demonstrated competency in operational budgets and financial planning
• Broad knowledge of government operations and reporting requirements
**Formal Qualifications**

- Relevant tertiary qualifications in Business Management, Commerce, Law or related area
- Appropriate accounting qualification with CA/CPA status
- Be the holder of, or able to obtain, a Working with Children Suitability Card (Blue Card)

**How you will be assessed**

Within the context of the duties described above, the ideal applicant will be someone who has:

1. Previous leadership experience in a senior finance role (previous school environment is not required)
2. Excellent interpersonal and communication skills, both written and verbal
3. Excellent problem solving, analytical thinking and financial management skills
4. Superior planning and strategic thinking skills
5. Demonstrated leadership and change management skills focused on achieving outcomes
6. Ability to work within an Executive team and at Board level
7. Effective negotiating skills to develop contractual arrangements
8. Demonstrated ability to work within tight deadlines/timeframes and maintain a diverse workload

**Selection Criteria**

1. Previous leadership experience in a senior finance role (previous school experience is not required)
2. Superior strategic, negotiation, problem-solving, analytical and negotiation skills in financial management that has resulted in excellent outcomes
3. Demonstrated leadership and change management skills
4. Demonstrated ability to work within tight deadlines/timeframes and maintain a diverse workload
5. Excellent team work and communication skills, both written and verbal

**Application Process**

Applications will be received until 5:00pm, Friday 28 July 2017. Applications should include:

- Cover letter
- Curriculum Vitae
- Responses to the selection criteria
- Copy of qualifications
- The names and addresses of three referees

Applications can be mailed or emailed to:

The Chairman  
Board of Trustees  
Ipswich Girls’ Grammar School including Ipswich Junior Grammar School  
PO Box 267  
IPSWICH QLD 4305  

Email: greg@makent.com.au