Position Description

Manager, Preschool/Small School Financial Services

Why work with us

Every child and young person deserves a great education.

We have a strategy that aims to unlock every child's potential now and into the future, one that in partnership with learners, students, parents and the wider South Australian community will build a world-leading public education system. One that is equitable and prioritises learning and wellbeing.

Together we will make our education system the best it can be.

When our children and young people thrive, so do our communities and our state.

Our values

We are part of the South Australian public sector and share the values of:

 SERVICE	 PROFESSIONALISM	 TRUST	 RESPECT	 COLLABORATION & ENGAGEMENT	 HONESTY & INTEGRITY	 COURAGE & TENACITY	 SUSTAINABILITY
We proudly service the community and the South Australian Government.	We strive for excellence.	We have the confidence in the ability of others.	We value every individual.	We create solutions together.	We act truthfully, consistently, and fairly.	We never give up.	We work to get the best results for current and future generations of South Australians.

About this role

The Manager, Preschool/Small School Financial Services administers and implements financial policy and standards that ensures the delivery of an efficient and effective financial management service to preschools and small schools within the Department for Education. This requires the Manager to lead a team to undertake the financial transaction processing, financial/budget management and financial reporting of approximately 270 preschools and 50 small schools, with the intention of the improving the financial operations of the site and to support the Departmental and Government objectives.

Position title	Manager, Preschool/Small School Financial Services
Classification	ASO8
Division	Finance
Directorate	School and Preschool Financial Support

Location	31 Flinders Street, Adelaide, with flexible working arrangements available
Reports to	Director, EMS Finance Transition
Direct reports	3 x Team Leaders and 15 x Finance Support Officers
Role description date	June 2025

What you will do (key outcomes)

1. Develop policies, procedures, and strategies to ensure the integrity and accuracy of the department's preschool/ small school general ledgers. Lead the development, maintenance, and support of integrated and consistent financial management services. This will include, but is not limited to, being responsible for leading and overseeing the following operational activities:
    - The processing of Accounts Payable and Accounts Receivable transactions through the Department's finance system for selected groups of schools/preschools;
    - The processing of purchase card transactions on behalf of preschool/school card holders;
    - Completing monthly general ledger reconciliations of the school/preschool bank accounts and other key General Ledger reconciliations;
    - Maintaining the general ledger and associated subsidiary ledgers; the processing of Goods and Services Tax (GST) transactions and the preparation of the monthly Business Activity Statement (BAS) return;
    - Ensuring that financial budgets for the preschools are prepared, issued and monitored including the provision of budgetary advice to key stakeholders; and
    - Preparing, reviewing and issuing accurate monthly financial reports and management reports for site leaders and governing councils in a timely manner.
    - Contributing to delivering the Department's requirements of Treasury and Finance by providing accurate and detailed financial reporting and budget variance advice.
    - Providing regular financial management reporting to Principals/Preschool Directors, and/or Governing Councils that accurately depicts the MTD, YTD, and EOY projections of preschools/small schools that includes assessment of impacts associated with small schools and preschools resource trends.
2. Design, develop and implement a business advisory service to all Preschool Directors/ Principals of small schools within the department which includes advice relating to monthly variations, preparation of resource plans, provision of financial and budgetary advice, assisting with the preparation of monthly reporting.
3. Lead and manage the finance related communications with Preschool Directors, small school Principals and associated staff on changes to accounting and financial management requirements.
4. Lead the development and manage the improvement of internal control environments of preschools/small schools and associated practices in alignment with the Department's Financial

Management Compliance Program, including the effective resolution of externally identified audit issues.

5. Provide high level financial management leadership relating to processes, practices and skills to foster continuous improvement within the department including:
    - Overseeing the development and implementation of strategies which promote best practice design and utilisation of financial and budgetary management systems and their integration with whole of department reporting.
    - Undertaking business quality improvement and transformation through business process reengineering.
    - Providing advice and leadership in development of quality budget management processes
    - Ensuring the implementation of changes in budget and financial management practices within the department.
6. Development of financial policies, budget guidelines and procedures, improvement of processes, evaluation of budget and financial systems and participating at a senior level in the review of existing policies and programs.
7. Lead the EMS Finance readiness process that prepares small schools and preschools for transitioning finance related data to the EMS Finance module and resolving any data related matters associated with this process prior to the migration occurring.
8. Help to maintain a safe and healthy working environment by proactively reporting incidents, hazards and injuries.

The capabilities you will bring (key competencies)

- Extensive experience in effectively managing a medium to large service-oriented team by providing high-level leadership, coordination, consultation, motivation and monitoring, while managing human, financial and physical resources to meet performance outcomes.
- Demonstrated capacity to identify and analyse strategic and operational issues and to develop appropriately creative strategies for resolutions whilst dealing with competing demands, managing multiple projects and ensuring the needs of multiple stakeholders and the organisation are met.
- Ability to drive and implement change and process improvements while exercising accountability and recognising and resolving conflicts.
- Demonstrated business acumen, proven business planning skills, excellent analytical and research skills and the ability to evaluate strategy and apply information to drive business outcomes and achieve operational and organisational directions within specified timelines.
- Possess high-level written and verbal communication and presentation skills, including providing high level strategic budget and financial management advice to a broad range of people, including executive management.
- Demonstrated experience in determining, applying, developing and implementing budgeting and financial management policies, strategies, standards and systems across a large, complex organisation which includes consultation with senior management and key stakeholders.

Who you will work with (key relationships)	Qualifications
Internal working relationship: • Reports to the Director, EMS Finance Transition • Works closely with the Executive Director, Finance, Director Budget and Financial Services, Chief Operating Officer, Preschool Directors/ small school Principals and Education Directors • Works collaboratively with Executive Directors, Directors, Assistant Directors, and relevant Team members across the department. **External working relationships:** • Department of Treasury and Finance • Preschool Directors Association	**Essential:** A tertiary qualification in accountancy, finance, business management, other relevant field or equivalent experience **Desirable:** Nil

Corporate responsibilities	Special conditions
Keep accurate and complete records Act appropriately in line with the Public Sector Code of Ethics at all times Support diversity and promote an inclusive workplace for everyone Maintain a commitment to Work Health and Safety legislative requirements	You may need a current driver's license and be willing to drive You may be asked to work out of hours You may need to travel within or outside South Australia You need to achieve mutually agreed performance goals You must have a current Working with Children Check You must do Responding to Risks of Harm, Abuse and Neglect – Education and Care training You must be an Australian resident or provide evidence you have a current work permit

Assessed by: Hannah Matthews, P & C Advisor	H Matthews	**Approved by:** Anthony Creek, Executive Director, Finance	
Date: June 2025		**Date:** July 2025	