**Position Description**

| Board Position: | Finance Director  
| (Voluntary) |
| Location: | Brighton/Caulfield Campuses |
| Qualifications: | CA or CPA |
| Anticipated time commitment: | On average, 8-12 hours per month  
( Monthly Board meeting, Monthly Finance Group meeting, regular catch-ups with Business Manager) |
| Date document created or updated: | January 2015 |

**Job Description**

**ROLE AND RESPONSIBILITIES**

The Finance Director:

- is a member of the Board of Directors of Melbourne Montessori Ltd (MMS) with a particular focus on the current financial performance of the school, as well as the long term financial viability of the school.
- runs the monthly meetings of the Finance Group (a sub-committee of the Board) prior to providing reports and updates in the monthly Board Meetings to;
  - review the school’s monthly financial reports
  - discuss other financial matters as the group sees fit.
- is the main interface between the Board and the business manager, acting as a pro-active sparring partner for the business manager on all financial matters.
- is the custodian of the long term financial forecast model of the school and works with the Board and Executive to get support for the key assumptions of the model, including, but not limited to enrolments, student fees, government grants, teaching costs, admin & general costs and the capital investment programme.
- maintains strategic relationship with current and potential financiers of the school, and supports the business manager in managing the operational relationship with the transactional bank(s).
- needs to ensure that the school’s financial plans and operational performance will meet the relevant covenants associated of any external financing.

A particular challenge is the Building Masterplan for the school that envisages the development of both the Brighton and Caulfield campuses into a dedicated primary school and secondary school respectively. The total expected costs of this 10 year plan are estimated to be $15m. This major opportunity will entail risks that need to be carefully managed and the Finance Director is expected to play a key role.

**PARAMETERS**

- Annual operational budget approx. $5m (2015 Budget) expected to grow to $8m as the school grows over the next few years.
- Total investment associated with the Masterplan around $15m.

**QUALIFICATIONS AND PREFERRED SKILLS**

Experienced finance professional, preferable with CA or CPA qualification in a senior Finance role in the private or public sector. Corporate background desirable. Eligible to be Company Director (note: Director’s indemnity insurance is held for the Board by the School).

| Approved By: | Paul Maginnity/Chair | Date: | January 29, 2015 |
| Last Updated By: | Nicole Seuret-Batterham | Date/Time: | January 29, 2015 |