

# Applicant Information Pack



**MATTHEW  
FLINDERS**  
Anglican College

Director of Finance and Governance

# Matthew Flinders Anglican College

## OUR COLLEGE

Matthew Flinders Anglican College is a leading independent co-educational Prep - Year 12 school on the Sunshine Coast. Founded in 1990, the College has grown to become one of the leading academic schools in Australia.

Our College has proudly grown to be a leading school in Queensland, committed to educating for excellence in learning and life. We have grown from 161 students and 20 staff in 1990 to support more than 1,450 students from Flinders Early Learning Centre to Year 12, and with more than 250 staff members on our team.

## Strategic Plan 2018 – 2022

In 2018 we finalised our five-year Strategic Plan, outlining our bold but achievable goals as a quality learning community. These goals serve to enhance our College's reputation for academic excellence whilst maintaining a clear focus on the wellbeing of each child and addressing character development so critical to success in our ever-changing world.

The Matthew Flinders Anglican College Strategic Plan, available on our website at [www.mfac.edu.au](http://www.mfac.edu.au) focuses on five main pillars to ensure we are “educating for excellence in learning and life”:

- Learning and Achieving
- People and Purpose
- Character and Culture
- Community Engagement
- Stewardship and a Sustainable Future

## Our Mission

To challenge our students to develop the character and competencies required to achieve academic excellence and a successful future of contribution and leadership in local, national and global communities.

## Our Vision

- To be a dynamic learning community that provides our students with an outstanding contemporary education which prepares them for tertiary study and beyond.
- To enhance the performance of our staff in a supportive and collaborative environment, enabling them to flourish as professionals for the benefit of our students.
- To build our traditions whilst responding to emerging evidence of new and improved ways of educating our students for excellence in learning and life.

## Our Values

Courage, Respect, Integrity and Compassion

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## Our Graduates

Our aim is for our graduates to possess the following competencies:

1. Character: They are people of courage, respect, compassion, and integrity who demonstrate confidence, persistence, Character and resilience.
2. Contribution: They are informed citizens who are attuned to their environment, take responsibility for themselves and their actions, and serve their community.
3. Academic Excellence: They are accomplished learners who are self-directed and have a spirit of enquiry and adaptability in a fast-changing and information-rich world.
4. Leadership: They are effective leaders who can empower others, communicate, and collaborate well, and have the capacity to make significant and ethically grounded decisions.



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## OUR PEOPLE

Our College is currently led by the [Executive Team](#), comprised of:

Mr Stuart Meade	Principal
Mr Gerry Price	Head of Secondary
Mrs Trudi Edwards	Head of Primary
Mrs Sharon Verrinder	Director of Business and Operations

Our [College Leadership Team](#) includes the College Executive Team members and:

Mr Gary Davis	Head of Senior School
Mrs Anita Gibson	Head of Middle School
Mr Bill Hooper	Head of Curriculum, Secondary
Mr Ed Wright	Head of Learning and Innovation
Mr Greg Blanch	Head of Analytics and Student Performance
Dr Louise McCuaig	Head of Pastoral Programs
Mrs Chris Curtain	Head of Junior Primary
Mrs Ingrid Clarke	Head of Senior Primary
Mrs Debbie Planck	Head of Learning and Teaching, Primary
Mrs Alison Walburn	Director of Community and Engagement
Ms Channon Goodwin	Human Resources Manager

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## OUR WORKING ENVIRONMENT

All staff are engaged under the provisions of The Queensland Anglican Schools Enterprise Agreement 2018. This Enterprise Agreement provides for:

- Superannuation of choice
- Portability of long service leave and sick leave accruals between other Anglican schools party to the Agreement
- Salary sacrificing and salary packaging arrangements
- Promotional positions and allowances
- Parental leave benefits

Additional employment benefits include:

- Discounted school fees for children of permanent staff
- College provided IT device for relevant roles
- Free annual staff flu vaccinations
- Employee Assistance Program
- Access to an on-site Outside School Hours Care and Vacation Care service
- An on-site Coffee Shop
- Free on-site parking

## OUR CAMPUS

Located in Buderim at the heart of the Sunshine Coast and surrounded by rainforest, Flinders provides an impressive learning environment where students are motivated to excel. Our outstanding College facilities reflect our contemporary and innovative teaching focus with technology fully integrated into not only classrooms, but all areas of the College.

The campus includes a state-of-the-art performance centre, the Flinders Aquatic Centre, floodlit sports ovals, the Flinders Farm, specialist learning areas such as the Digital Zone and the Outdoor Classroom and contemporary drama and music facilities.

In August 2019 the College announced a 15-year Master Plan for the future that would ensure the College continued to strive for excellence and provide high quality, functional, expertly designed facilities to support effective teaching and learning. A significant \$60+ million investment will be made over the 6-year period 2019 to 2025 to construct nine new College spaces, including a refurbished Year 7 Precinct, a new Year 5 and 6 Precinct, a Design Centre, refurbished Primary and Secondary School Libraries, Music Department, Mathematics and English faculties and a new Year 3 and 4 Precinct.

The new style of agile classroom is designed with movable furniture and walls, and equipped with intuitive

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digital technology, to encourage students and teachers to move, interact and collaborate as they engage in different pedagogical styles and work on different tasks.

The beauty of agile learning spaces is that students understand the flexibility of the space requires from them a more active and engaged approach to interactive, personalised and hands-on learning.

In terms of aesthetics in design, the new Flinders buildings will be light-filled, aspirational and modern spaces that will be a pleasure to teach and learn in.

As we plan for the future, we are determined to ensure that Flinders continues to grow as a learning community with a focus on providing excellence in education for learning and life.



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## THE POSITION

### Key Objectives

As a member of the College Executive Team, the Director of Finance and Governance will:

- Lead and deliver the finance and governance management functions of the College
- Oversee the business and operations management functions of the College
- Establish and maintain smooth financial processes for the College
- Deliver the relevant objectives as outlined in the Strategic Plan
- Ensure that the College is legally compliant and has sound governance
- Act in accordance with College beliefs and values

### Primary Relationships

- Report directly to the Principal
- Report to the Chair of the Board of Directors
- Direct manager of the Accounting, Finance and Payroll teams
- Direct manager of the Head of Business and Operations
- Oversee the management of the Business and Operations business units
- Work closely with the Chairs of governance committees
- Liaise with Regulatory Bodies and Government Departments
- Liaise with finance, insurance, legal and commercial contractors

### Main Responsibilities

#### Finance and governance

- To report to the Principal in the breadth of areas that encompass finance, governance, risk and compliance
- To report to the Chairman of the Board of Directors in the overarching areas of College governance, and undertaking the role and responsibilities of Company Secretary
- To ensure the College's financial affairs are maintained and managed in a timely and accurate manner in accordance with best practice
- To undertake all aspects of financial management and control including budgeting, reporting and producing management and statutory accounts in accordance with all legislative requirements
- To be responsible for liaising with:
  - Auditors, bankers, insurers, investment managers and legal advisers
  - Government and regulatory bodies
  - Any other stakeholders as appropriate

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- To handle correspondence with College stakeholders (internal and external) on constitutional, legal and financial matters

## Legal issues and operational effectiveness

- To manage all legal issues relating to the College, including dealing with licencees, statutory bodies, data protection and health and safety regulations
- To oversee contracted services and review the efficiency and cost-effectiveness of the College's operations, including IT systems and retail and hospitality functions

## Person Specification

### Essential qualifications

- Positive Working with Children Check (Blue Card)
- Master's or degree level qualification in Business or Accounting
- CA or CPA level qualification
- Member of Australian Institute Company Directors or equivalent

### Knowledge, experience and leadership skills

- Extensive experience and exceptional achievement in Executive leadership roles in a service-related industry with highly effective commercial skills
- Experience in an Educational setting (highly regarded)
- Highly developed skills in business management, strategy development and implementation
- Demonstrated ability to lead a Corporate Services/Business Support Team with vision and integrity, including the application of commercial business management practices, and preparation and monitoring of accurate business performance and financial reports
- Demonstrated ability to motivate, encourage and direct the efforts of others towards the completion of plans and achievement of determined objectives
- Highly effective interpersonal and communications skills, including highly developed written skills and the ability to form effective working relationships with staff, clients, families and key funding bodies
- Sound knowledge of, and the demonstrated ability to, apply the principles underlying organisational change
- Financial and risk management skills and experience
- Experience in supporting Boards and similar governance structures
- Extensive and expert knowledge of the relevant legislative frameworks and governmental regulations including taxation regulations, ABS reporting, Company Law, superannuation, and Workplace Health and Safety



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## Key Leadership Capabilities

The incumbent is responsible for demonstrating the following key leadership capabilities:

- 1. Service**  
Excellent communication and interpersonal skills including the ability to liaise with all members of the community, both internal and external.
- 2. Technical Skills and Application**  
Demonstrated knowledge and application of the skills required for this position. This includes knowledge and understanding of appropriate equipment, legislation, policies and procedures.
- 3. Personal and Professional Development**  
Demonstrated experience and understanding of the need for continuation of both personal and professional development.
- 4. Teamwork and Communication**  
Demonstrated ability to lead and develop a diverse team or participate as an active member of a team, consistent with the philosophy and policies of the College.
- 5. Continuous Improvement and Risk Management**  
Commitment to ensuring the highest quality services are delivered through continuous improvement activities and appropriate risk management.
- 6. Administration and Documentation**  
Through the use of organisational processes ensure that all administration and documentation requirements are initiated and completed in a professional and timely manner.

## THE APPLICATION PROCESS

Applications should be addressed to [Stuart Meade, Principal](#) and must include:

- A comprehensive curriculum vitae giving details of relevant achievements in recent roles as well as your education and professional qualifications.
- A covering letter that summarises your interest in this role and provides evidence of your ability to match the selection criteria outlined.

Please ensure that your application reaches us by the closing date and time provided in the advertisement for the position. All applications MUST be submitted through the SEEK.com.au website.

### Acknowledgement:

- You will receive an email acknowledging your application and detailing the shortlisting and interview timeframes.

### Selection process:

- Short-listed candidates will be contacted to arrange a time to meet with the selection panel for an initial interview.
- Candidates short-listed from the first interview may be required to come back for a second

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interview and/or further recruitment activities.

## Reference Checks:

A minimum of two reference checks are undertaken. The selection panel will discuss your application with your nominated referees.

Pre-employment compliance checks:

- The preferred candidate will be subject to employment screening and may be asked to undertake a psychometric assessment and a medical for this purpose.
- The preferred candidate must satisfy relevant child protection legislation and hold a Positive Notice Working with Children Check.

It is a requirement that the preferred candidate's details are checked with the Anglican Church's National Professional Standards Register. The candidate's date of birth is required to complete this check. By applying, the candidate is authorising this check to be completed. The date of birth will be used for this purpose only.

International candidates will provide the panel with relevant Visa documentation supporting their right to live and work in Australia. This information will be verified with the Department of Immigration, generally through the VEVO system.

The College reserves its right to undertake additional pre-employment checks to support the commitment to recruiting the highest quality employees and considering the specific needs of each role.

## QUESTIONS?

Should you have any questions in relation to this position or you would like more information about working at Matthew Flinders, please email [hr@mfac.edu.au](mailto:hr@mfac.edu.au) or contact the Human Resources office on 07 5477 3202.

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