

**Job Title:** Finance Manager, PAX Christi Academies.

**Location:** Pastoral Center, Diocese of Orange.

**Reports To:** President, PAX Christ Academies.

**Job Summary:** The Finance Manager will oversee and manage the financial activities of a group of schools, ensuring the efficient and effective management of financial resources. This role involves strategic financial planning, budgeting, financial reporting, and ensuring compliance with relevant regulations.

**Key Responsibilities:**

*Financial Strategy and Planning:*

Develop and implement financial strategies aligned with Pax Christi's educational goals and objectives.

Oversee the preparation of annual budgets, financial forecasts, and long-term financial plans.

Provide financial analysis and insights to support decision-making processes.

*Budget Management:*

Monitor and control the budget, ensuring efficient allocation of resources.

Analyze budget variances and implement corrective actions as necessary.

Work closely with school leaders to ensure budgetary adherence and financial discipline.

*Financial Reporting:*

Prepare and present regular financial reports to the President, CFO Board of Directors, and other stakeholders.

Ensure timely and accurate financial reporting in compliance with applicable standards and regulations.

Oversee the preparation of financial statements, including balance sheets, income statements, and cash flow statements.

*Compliance and Risk Management:*

Ensure compliance with all relevant financial regulations, laws, and guidelines.

Develop and maintain internal controls to safeguard PAX Christi's financial assets.

Identify financial risks and develop mitigation strategies.

*Leadership and Team Management:*

Lead and manage the finance team including site business managers, providing guidance, mentorship, and professional development opportunities.

Foster a collaborative and high-performance culture within the PAX Christi Academies.

Coordinate with other departments to support overall organizational objectives.

*Board/Stakeholder Engagement:*

Build and maintain relationships with key stakeholders, including school leaders, external auditors, and financial institutions.

Communicate financial information effectively to non-financial stakeholders.

Represent the financial interests of the group in meetings and negotiations.