COLE School Experts

THE ONE-STOP HUB, SUPPORTING SCHOOL BUSINESS MANAGERS AND THEIR TEAMS WITH PROFESSIONAL OUTSOURCED ACCOUNTING AND BUSINESS SERVICES.

WHY CHOOSE COLE SCHOOL EXPERTS?

Cole School Experts supports independent schools across Australia and New Zealand with virtual, professional services in school business operations; covering payroll, accounting, project management and more.

100+
schools supported at any given time

45+
dedicated professionals across Australia & NZ

25+
years of education sector experience

We're here to free up your valuable time and boost your efficiency; so you can focus on what matters most: supporting the education of the next generation.

REAL RESULTS. REAL SCHOOLS.

"We are now six months into our partnership, and I honestly cannot speak more highly of the support and service that we are receiving...

They understand the education system. From a new client's perspective, that is invaluable."

PRINCIPAL, SEDA COLLEGE

"It has been an absolute pleasure having Cole School Experts assisting us. Your consultant's ability with our school finance software has been fantastic."

HEAD OF FINANCE, WESTMINSTER SCHOOL

YOU'RE IN GREAT COMPANY

Whether you're looking to streamline your finance operations, get support during staff turnover, or need a full-service finance solution, **Cole School Experts are ready to help.**

OUR SERVICES

Tailored virtual support to help your school run smoothly, no matter your size, team or location.

1. ACCOUNTING & FINANCE

- ✓ General accounting support.
- ✓ Accounts payable & receivable.
- ✓ Bank and balance sheet reconciliations (daily, weekly, monthly).
- ✓ Tuition fee billing and receipting.
- ✓ Debtor management and collection.
- ✓ Month-end and board reporting.
- ✓ Cash flow forecasting.
- ✓ Annual budgeting and five-year financial forecasting.
- ✓ Financial year-end processing.
- ✓ Fixed asset register maintenance.

2. PROJECT & STRATEGIC CONSULTING

- ✓ Finance department reviews and restructures.
- ✓ Crisis and transition management.
- ✓ Policy and procedure review.
- ✓ Implementation of new Enterprise Agreements.
- ✓ Grant and funding application support.
- ✓ Strategic planning and process mapping.
- ✓ Full-service finance department cover during staff absences.

3. SOFTWARE PROFESSIONAL SERVICES

- ✓ Software / system health check.
- ✓ Implementation of new payroll Enterprise Agreements.
- ✓ Project management of financial and payroll systems.
- ✓ SIS (Student Information System) and LMS (Learning Management System) consulting.
- ✓ Enrolment system implementations.
- ✓ Digital transformation strategy design and delivery.

4. PAYROLL & HR SERVICES

- ✓ Payroll processing (fortnightly or monthly).
- ✓ Onboarding & terminations.
- ✓ Leave processing & annual leave reconciliations.
- ✓ Salary packaging, super & deductions.
- ✓ WorkCover reconciliation & STP submission.
- ✓ EOFY processing, end-of-term/year calculations.

5. VIRTUAL FINANCE MANAGER

- ✓ Accounts payable, billing & debtor management.
- ✓ Payroll processing.
- ✓ IAS/BAS & statutory reporting.
- ✓ Monthly and board reporting.
- ✓ Cash flow forecasting & budgeting.
- ✓ School census & financial admin support.

6. VIRTUAL CASH & FEES MANAGEMENT

- ✓ Review and categorisation of debtor balances.
- ✓ Family communication & repayment arrangements.
- ✓ Quarterly reporting on findings.
- ✓ Advice on T&Cs and billing processes.
- ✓ Virtual systems with dedicated debtor support.

Improved cash flow & reduced outstanding debt.

7. HEALTH CHECKS

- ✓ Review of software and database setup.
- ✓ Assessment of processes, workflows & support documentation.
- ✓ Evaluation of integrations with third-party systems.
- ✓ Analysis of workflow automation & operational efficiency.
- ✓ Data accuracy checks & compliance review.
- ✓ Reporting of findings with tailored improvement recommendations.

CONTACT US

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