



ROLE DESCRIPTION

Business Manager

Position Title	Business Manager
Reports To	Principal
Direct Reports	Network Manager, Office Manager, Accountant, Maintenance Team Leader
Position Level	This is a full-time position.

PURPOSE OF THE ROLE

The purpose of the role is to have responsibility for managing the macro financial, property and administrative functions of the school. The Business Manager is responsible for all matters of business administration and financial control including the annual budget, cash flow, fees collection, rebates, payment of accounts and property matters.

In the areas of budget preparation and financial planning the Business Manager will liaise with the Principal, the Accountant and members of the College Board's Finance Committee.

The Business Manager attends meetings of the College Board of Directors and is an advisor to the Board on financial, compliance and company matters. This responsibility requires the Business Manager to review and develop the Business Continuity Plan for the school and the company.

As a member of the College Executive this position also has responsibility for contributing to the overall well-being and education of all students in the care of the College and for participating in leading, developing and maintaining the college's MSC ethos and philosophy.

MAIN DUTIES

1. Leadership of the College as a member of the College Executive

- Lead and develop the ethos of the College by living out and promoting the values of the Missionaries of the Sacred Heart and a Spirituality of the Heart,
- Develop and maintain a culture of high expectations for self and others,
- Build a positive and collaborative learning culture within the school community,
- Strive for continual improvement in all areas of responsibility within the role and support others in leading initiatives across the College,
- Ensure all policies relating to the portfolio are kept up to date and are considered best-practice,
- Be an active and visible presence in the College community,
- Contribute to the overall leadership, policy and decision-making of the College by being informed in all areas of College life and working effectively with all members of the College community,
- Acknowledge the responsibilities and achievements of individuals and teams,

- Complete a variety of tasks that are shared by the Executive
- Demonstrate ongoing engagement in professional learning.

2. Leadership and Management of Financial Matters

- Supervise the work undertaken by the Accountant, Office Manager, IT Network Manager and head of Maintenance in the performance of their duties,
- Ensure there is proper accounting for and control over all income and expenditure of the school,
- Ensure there are strong systems of internal control and segregation of duties, where practicable,
- Attend Finance Committee meetings and other meetings as required by the Principal,
- Ensure end of year financial statements and statutory returns are completed in accordance with Corporations law and other relevant regulations and lodged within the prescribed timeline,
- Liaise with the school Auditors in respect to the audit of financial statements and ensure the financial statements are audited and lodged within the prescribed time,
- Act in the role of Responsible Person for taxation purposes and ensure the maintenance of appropriate taxation records and compliance with the Income Taxation Act and other relevant legislation,
- Keep up to date with tax rulings, especially in relation to GST and FBT,
- Develop and maintain effective Accounting policies and procedures,
- Prepare the annual budget and financial plan for all aspects of the school in consultation with the Principal, Accountant and the Board's Finance Committee,
- Monitor the school's cash flow,
- Prepare and lodge loan and grant applications as directed,
- Take responsibility for the long-term financial planning of the school including developing strategies and goals in consultation with the Principal and the College Board.

3. Management of College Facilities and Vehicles

- Take responsibility for the over-sight, coordination and reporting of all capital works planning and construction,
- Advise the Board on capital project matters as required,
- Ensure that the property and facilities are maintained in good order,
- Be responsible for the insurance and security of all school buildings and facilities,
- Arrange all leasing agreements as required and ensure all vehicles are registered and maintained to a high standard,
- Oversee property management activities in relation to the external hiring of facilities and equipment,
- Be aware of emergency evacuation procedures in order to support emergency response personnel,
- Be responsible for the preparation of a maintenance schedule for all property and major equipment and have over-sight of the maintenance works program.

4. Leadership and Management of IT Infrastructure

- Work with the IT Network Manager on infra-structure planning and major purchases,
- Ensure appropriate staffing of IT Support,
- Make arrangements for items purchased under lease and approve contracts.

5. Leadership and Management of the College Canteen and Uniform Shop

- Ensure that the Uniform Shop and the Canteen operate effectively to meet the needs of students, parents and staff,
- Support the staff in the Uniform Shop and the Canteen and assist in the resolution of any issues that may arise.

6. Leadership of WHS in the College

- Chair the WHS committee and report to the Risk Management Committee of the Board on WHS issues of significance,
- Ensure all WHS notifications are addressed in a timely manner and changes in WHS requirements are implemented,
- Work with the Maintenance team to ensure there is a proactive approach in regard to the safety and security of all property and facilities.

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE / SELECTION CRITERIA

Specific requirements for this role include:

1. A commitment to promoting MSC values and practices.
2. Appropriate qualifications and experience in financial management, project management and governance and compliance structures.
3. High level organisational and communication skills.
4. The capacity to lead a diverse team to achieve a collaborative and harmonious work environment.
5. The ability to negotiate business transactions successfully and to ensure effective record-keeping and regulatory compliance requirements are met.

Dated: February 2018