

POSITION SUMMARY

The Business Manager is appointed by, and is responsible to, the Principal on matters relating to Financial Administration, Financial Planning and Reporting at the College.

The Business Manager carries the responsibility to develop a viable financial plan for the College as well as the development of financial policy. The Business Manager will act as Secretary to the College Board of Management and prepare appropriate reports for the Board.

The Business Manager is part of the Senior Management team of the College which includes the Principal and Deputy Principals.

The Business Manager is expected to maintain a close working relationship with the Principal, displaying loyalty at all times.

ORGANISATIONAL ACCOUNTABILITIES

Confidentiality

From both a legal and moral standing, confidentiality is critically important to Simonds Catholic College.

An employee, neither during nor after the period of employment / engagement with Simonds Catholic College, except in the proper course of their duties or as permitted by the organisation or as required by law, divulge to any person any confidential information concerning:

- The business of financial arrangement or position of this organisation or any related entity
- Any of the dealings, transactions or affairs of the organisation or any related stakeholder

Occupational Health & Safety (OH&S)

The welfare and safety of all staff is important to Simonds Catholic College. Employees should adhere to all the safety standards implemented throughout the organisation.

Your induction will include a comprehensive introduction to our OH&S policy upon commencement of your employment. Topics include:

- Reporting of accidents, hazards and near misses
- Manual Handling
- Duty of care
- Infection control
- Undertaking training in relation to OH&S
- Personal protective equipment requirements

Code of conduct

At Simonds Catholic College we expect all employees to conduct their roles in accordance with our code of conduct. All staff embrace the following principles.

1. **Respect** – have respect for each other and a genuine understanding of each other's role and the stresses and challenges we all face. Think about how we communicate with each other and how we would like to be treated in return.
2. **Pride** – Not only do we take pride in our individual roles but understand the importance our organisation plays in the Archdiocese of Melbourne.
3. **Professionalism / Quality** – We must act professionally amongst each other and understand the importance of providing a quality information and service to our internal and external stakeholders.

KEY POSITION ACCOUNTABILITIES

Strategic Accountabilities

- The Business Manager is responsible to the Principal for the strategic and effective stewardship of College resources.
- The key dimensions of this role are Finance, Staffing, Property, OH&S and Administration.
- Each of these dimensions has a number of task accountabilities that the Business Manager will be required to supervise or execute.
- However, as a senior leader the Business Manager also has a key responsibility for strategic oversight and planning across each dimension, including:
 - The preparation of long-term plans and budgets that ensure the ongoing viability of the College and facilitate appropriate capital development and renewal.
 - The provision of useful and meaningful financial information tailored to the decision-making needs of the Principal, Board of Management and Governors.
 - The continuous evaluation of local procedures and outcomes in order to develop and maintain "best practice".

Finance

- Supervise the accounting function, including preparation and monitoring of the annual budget, asset register, accounts payable, monthly bank reconciliations, monthly departmental reporting and executive and governance reporting.
- Supervise the payroll function, including annual increments, superannuation, salary packaging, fringe benefits tax and payment summaries.
- Supervise the accounts receivable function, including fee schedules, billing, instalment plans, statement and reminder routines, and the active management of fee payers not meeting their commitments to the College.
- Monitor the ordering, delivery and payment of all goods and services, including all contracts entered into on behalf of the College.
- Manage all aspects of cash flow including investments, leases and loans.
- Prepare the Financial Report for the College Board Meetings.
- Prepare the Annual Financial Statement and Financial Questionnaire.
- Arrange and facilitate the annual audit (upon direction of College Board).

Staffing

- Supervision and line management of School Service Officers which include the Library Assistant, Finance Officer, Laboratory Assistants, Computer Technicians and Maintenance Officer.
- Supervision of employment records for all staff members, including online Staffing Return (OSR) and Personnel Record System (PRS).

- Act as the Return to Work Coordinator.

Property

- Supervise the cleaning and maintenance of all College buildings, grounds and assets.
- Coordinate campus security, including contract security services.
- Coordinate the planning and construction of new buildings.
- Maintain and execute the Facilities Master Plan, including timeframes, priorities and cost estimates for all:
 - New building works
 - Refurbishment programs
 - Asset replacement or development programs (ICT, furniture, equipment, plant, machinery, vehicles).

Residual Accountabilities

- Ensure the currency and suitability of the College insurance portfolio.
- Ensure that all College computer infrastructure is suitably licenced, secured and appropriately backed up.
- Supervise all hire arrangements of school facilities to external parties.
- The Business Manager will also be responsible for any additional tasks assigned by the Principal at any time.

KEY SELECTION CRITERIA

- An understanding of the Vision, Mission and Values of the College.
- A high level of knowledge and expertise in the area of Financial Management, ideally within an educational setting.
- A high level of knowledge and expertise in the area of Property Management.
- A high level of knowledge of Occupational Health & Safety requirements.
- A high level of knowledge of risk management procedures and practices.
- A proven capacity for strategic planning and development.
- Experience in staff supervision and management.
- Proficiency in the use of information and communication technologies. Knowledge of Synergetic would be advantageous but not essential.
- A proven capacity to work independently and effectively in the face of changing priorities, deadlines and pressures.
- Well-developed interpersonal and communication skills and the ability to liaise and communicate effectively with others.

QUALIFICATIONS

- Formal Accounting/Business qualifications to minimum Bachelor degree level; or
- Demonstrated experience in a similar role