



## Position Information Document

POSITION TITLE	BUSINESS MANAGER
GRADE	6
STREAM	Administration & Finance
CATEGORY	Permanent (0.96 FTE)

### Key Working Relationships

- Principal / Deputy Principal
- Finance, Administrative, Grounds & Maintenance, OSHC and Canteen Education Support Officers
- Teaching staff and Curriculum Education Support Officers
- Other members of the school community including School Board & Finance Committee
- External stakeholders, contractors and visitors

### Broad Purpose

The Business Manager, as a member of the school leadership team, will work collaboratively with the Principal (or delegate) and other school leaders to manage the operational support and financial functions of the school. The position provides day-to-day oversight of the finance, administration, OSHC, WHS, grounds & maintenance, ICT, and catering functions.

### DUTY STATEMENT

Duties include, but are not limited to:

#### Business Planning & Development

- In close collaboration with the Principal and leadership team, draft the school's Strategic Plan, Budget Forecast Plan and Master Plan to support building and other projects and ensure compliance, statutory and legal requirements for business and finance activities are met.
- Oversee the administration support activities of the school to enable a high-level responsive customer service that effectively supports students and families, staff, volunteers, and others to be delivered.
- Manage significant and/or extensive projects and programs in accordance with school goals and prepare briefing notes and reports for the Principal (or delegate) and school board to document progress.



- Identify inefficiencies, generate innovative approaches to more effectively deploy resources, meet changing circumstances and improve services, and manage change in accordance with required business and industrial processes.
- The Business Manager supports the OSHC Director in the development and implementation of the schools quality improvement program to:
  - Ensure the development, implementation and evaluation of the daily routines and programs that ensure the safety, security and well-being of the children is protected
  - The service maintains OSHC Quality Assurance accreditation and other accreditation requirements
  - Appropriate service policies and procedures are in place and followed
  - Appropriate staffing is maintained at all times to ensure compliance with the OSHC National Standards.
  - Ensure that adequate accounts and records are maintained.

### **Finance & Payroll**

- Provide strategic leadership and direction for the long-term forward planning of school finances, including operating and capital works.
- Provide specialist financial advice, reporting, and policy formulation to inform senior leadership, School Board, and the Finance Committee to achieve responsible financial decisions.
- Convene Finance Committee meetings, including administrative duties of this committee
- Manage the preparation of the school's annual budget and proactively monitor all budget areas, approve requisition and purchase order forms, and provide regular financial statements to school leaders/board.
- Coordinate accounting processes and supervise, support and approve regular accounts payable and accounts receivable activities and ensure all funds, including investments are effectively accounted for.
- Prepare government funding submissions, administer funding grants and prepare and submit school loan documentation for building projects.
- Undertake month end reconciliation, roll-over, financial reporting and analysis, and prepare financial reports and accountability returns.
- Ensure all financial records are kept appropriately and arrange annual auditing of school financial data.
- Oversee the financial activities of the Uniform Shop, Canteen and Out of School Care Hours and Vacation Care services, providing guidance and advice, as required.
- Oversee payroll processing and associated payments (e.g. superannuation), and compliance of all required record keeping requirements.
- Ensure employee records remain current and accessible and that reimbursement claims of applicable employee costs are prepared and submitted to the CEO as appropriate (e.g. long service leave, parental leave etc.).



## **School Fees**

- Develop the annual school fee schedule in conjunction with the Principal (or delegate) and prepare and distribute regular fee statements and monitor fee collection, negotiating with families as applicable to actively reduce outstanding debt.
- Understands the employer's requirements and acts in accordance with South Australian Commission for Catholic Schools (SACCS) and the school's policies, guidelines and procedures.
- Arrange fee payment plans with families, ensure fee information is current and available and proactively monitor the School Card Scheme and assist families experiencing financial difficulties, as appropriate.

## **Administration & Human Resources**

- Oversee the daily administrative work practices and priorities for the smooth operation of school support activities. Coordinate school booklist provider processes.
- Provide advice and information to the leadership team and employees on conditions of employment, salaries, leave and other employment-related matters and ensure that the school meets/complies with all industrial requirements.
- Ensure available CESA ESO and Teacher Position Information Documents (PIDs) are used to comply with Enterprise Agreement classification requirements, seeking advice for any non-standard positions, prior to advertisement/appointment.
- Undertake a significant role in recruitment and reclassification processes to ensure industrial compliance obligations are met. Participate in the selection of non-teaching employees including determining job requirements and allocating/re-allocating individual human resources.
- Manage the work practices and priorities of non-curriculum ESO employees including allocation of duties, training and support, role and performance reviews, etc.
- In consultation with the Principal and CSaIM (as appropriate), ensure WHS and RTW matters are effectively managed in accordance with legislative requirements to achieve compliance throughout the school.

## **Contracts Management**

- In consultation with the Principal, oversee the contract management requirements of the school in relation to security, maintenance, cleaning, and other outsourced services, and arrange contractors as required and within budget constraints.
- Ensure adequate insurance cover for the school's assets and facilities are current and effective, and administer claims as required. Maintain a current and accurate asset register.

## **General**

- Lead, support and attend required meetings and school events and activities.
- Maintain currency of professional and specialist knowledge through participation in professional development and other activities.
- Undertake training and actively engage in performance reviews, when required.
- Undertake any other duties as required by the Principal.



## PERSON SPECIFICATION

- Commit to upholding and actively contributing to the Catholic ethos of the school.
- Demonstrated specialised, comprehensive and high-level professional skills to capably manage complex administrative matters. Comprehensive knowledge of industrial relations and WHS legislation is also required.
- Full ICT competency and advanced proficiency using a computer and applicable programs, particularly Microsoft Office (i.e. Word, Excel, Outlook, Powerpoint), databases and other ICT equipment, and full technical competency to operate office equipment, and ability to train and support others with same.
- Demonstrated experience in undertaking extensive research and investigation that leads to and informs the development of policy and strategies of significance to the strategic direction and governance of the school.
- Generate and evaluate complex ideas through the analysis of information and concepts and exercise significant independent professional judgement based on experience and expertise.
- Exceptional interpersonal skills to interact positively throughout the school community. This includes excellent written and verbal communication skills to successfully lead and work collaboratively within a team environment.
- Ability to use highly developed interpersonal skills to influence, persuade and/or motivate others to achieve critical objectives and to resolve complex conflict situations.
- Excellent organisational and time management skills including flexibility and ability to effectively prioritise workload and meet deadlines and motivate and support others to achieve the same.
- Demonstrate an understanding and application of professional boundaries.
- Demonstrated ability to maintain appropriate confidentiality.
- A commitment to ongoing professional development and learning in contemporary financial and accounting principles, standards, and practices.
- Demonstrated ability to lead and deal effectively with emergencies and/or unexpected situations.
- Ability to be reasonably available and contactable to undertake work out of hours (including during term band end of year breaks) and respond to school matters when required.

## ROLE REQUIREMENTS

- A higher education formal qualification (i.e. Degree) in Business, Accounting (or equivalent) and comprehensive relevant demonstrated knowledge and experience. Experience working in a school environment in a comparable position is highly desirable.
- Act in accordance with the CESA Code of Conduct and the Charter for Staff in Catholic Schools in South Australia.
- Hold a current acceptable Working with Children Check (WWCC) clearance & screening to work in Catholic Education South Australia.



- First Aid Qualification as directed by the school.
- Hold current certification in Responding to Risks of Harm, Abuse and Neglect in Education and Care Settings.
- As a worker, comply with the SA Work Health & Safety Act 2012 and, while at work, take reasonable care for their own health and safety.
  - Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
  - Comply, in so far as you are reasonably able, with any reasonable instruction given by the employer.
  - Co-operate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Being vaccinated against COVID-19 is not mandatory for CESA staff. It is highly recommended for all CESA staff to maintain vaccination status as recommended by the policy.

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.