



PENINSULA

— G R A M M A R —

POSITION DESCRIPTION - BUSINESS MANAGER

SNJ/SR

BROAD RESPONSIBILITIES:

The Business Manager is responsible to the Principal for all matters of business administration and financial control of the School including annual budget, cash flow, fees collection, rebates, and payment of accounts and property matters.

In the areas of budget preparation and financial planning the Business Manager shall liaise with the Principal and members of the School Finance Committee.

The Business Manager is required to attend Board of Directors meetings as adviser 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 Company.

The Business Manager is responsible for managing the macro financial, property and administrative functions of the School.

ETHOS:

It is expected that the incumbent will conduct his/her work in accordance with the Core Values of the School.

General Leadership

This requires the Business Manager to:

1. Support and make recommendations to the Principal in relation to his/her role as Chief Executive Officer of the School
 2. Be an influential leader who positively shapes the School culture and builds strong relationships with all members of the School community
 3. Coordinate and manage whole school issues such as personnel, Capital Works and other matters as required by the Principal
 4. Be responsible for producing and maintaining systems in relation to budgetary control
 5. Oversee the administrative functions of the School and the resolution of issues as they arise including the Canteen, H.A. Macdonald Pavilion and Book and Uniform Shop operations, PSPA activities and TOPSA (where applicable)
 6. Be responsible for the efficient administration of the Company, particularly with regard to ensuring compliance with statutory and regulatory requirements
 7. Ensure that the School complies with relevant legislation and regulation and keeps Board members informed of their legal responsibilities
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SPECIFIC AREAS OF RESPONSIBILITY:

Company Secretary

The Company Secretary accepts high level responsibilities including:

- Governance structures and mechanisms
- Corporate conduct within an organisation's regulatory environment
- Board meetings
- Compliance with legal, regulatory and listing requirements
- The training and induction of new Board members
- Contact with regulatory and external bodies
- Insurance administration and organisation
- The negotiation of contracts
- Governance - Risk management
- Property administration
- Organisation and interpretation of financial accounts.

Finance Control

This requires the Business Manager to:

- Supervise the Finance Manager and Property Manager in the performance of their duties (refer to specific job descriptions)
 - Ensure that there is proper accounting for and control over all income and expenditure of the school
 - Be responsible for policy development to ensure strong systems of internal control and segregation of duties where practicable (e.g. the Business Manager will sign all cheques with a second signatory)
 - Attend the School Finance Committee and other meetings as required by the Principal from time to time
 - Prepare end of year financial statements and statutory returns in accordance with the Corporations Law and other relevant regulations and ensure financial statements are audited and lodged within the prescribed time
 - Act in the role of "Public Officer" for taxation purposes and ensure the maintenance of appropriate taxation records and compliance with Income Tax Assessment Act and other relevant legislation
 - Keep abreast of GST, Fringe Benefits Tax and other tax rulings, including attendance at seminars and liaison with the relevant Government Bodies and the ISV regarding such issues
 - Develop and maintain Accounting policies and procedures
 - Liaise with the School auditors in respect of the audit of the financial statements and ensure the financial statements are audited and lodged within the prescribed time
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Financial Management and Strategic Planning

This requires the Business Manager to:

- Prepare management reports as required for presentation to the Board of Directors including written reports highlighting any issues for attention
- Prepare the annual budget and financial plan for all aspects of School operations in consultation with the Principal, and the Finance Committee as applicable
- Monitor the School cash flow and arrange for investment of surplus funds
- Prepare and lodge Loan and Grant applications as applicable
- Be responsible for long term financial planning for the School, including the development of financial strategies and goals in conjunction with the Principal and Board of Directors.

Personnel Matters

This requires the Business Manager to:

- Advise the Principal on new and existing staff salary levels and conditions of employment in accordance with relevant Awards, and other employment contracts
- Liaise and assist staff with employment / industrial issues, including salary packaging superannuation, salary continuance insurance, workers compensation, workplace health and safety etc.
- Liaise with ISV and applicable 'awards' where necessary in relation to current industrial relations matters
- Ensure administration staff undertake adequate professional development
- Oversee and be responsible for the administration staff, and other ancillary staff of the School.

Property Management

This requires the Business Manager to:

- Be responsible to the Principal and the Board of Directors, for the oversight, coordination and reporting of all Capital Works planning and construction
 - Through the Principal, advise the Board of Directors of Capital project matters as required
 - Be responsible for the insurance and security of School Buildings including Capital Works
 - Arrange all leasing as required including the motor vehicle fleet management
 - Oversee property management activities in relation to the external hiring of School facilities and equipment
 - Supervise emergency evacuation training and procedures
 - Be responsible for the preparation of a maintenance schedule for all capital property and oversight of the maintenance works.
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Liaison with Regulatory Bodies

The Business Manager will be responsible to the Principal for:

- Keeping up to date with funding arrangements and planning in relation to SES ratings and salary movements
- Being familiar with Federal and State Government, Capital Grant Schemes, and other relevant funding options to assist the School from time to time.

INVOLVEMENT IN THE LIFE OF THE SCHOOL:

The Business Manager is required to:

- Attend at staff and Board of Directors meetings
- Be involved in School events
- Provide general support to staff
- Provide pastoral guidance to non-teaching and administration staff.

OTHER:

- Other duties as directed that are commensurate with the Business Manager's training and experience as directed by Principal.

PROFESSIONAL REVIEW:

This position description provides a framework for professional review. The Business Manager will be reviewed after six months in the position and every two years thereafter.
