



Role Description Business Manager

March 2020

Kilbreda College is governed by Kildare Ministries and administered by the Kildare Education Ministries Board.

Position:	Business Manager
Reports to:	Principal
Direct Reports:	Finance Team Canteen Manager Maintenance Coordinator ICT Manager Office Manager

The **Business Manager** is a member of the College Leadership Team and as such, assists and supports the Principal in all aspects of school leadership. Each team member fulfils a role in promoting and celebrating the College's identity as a Catholic school in the Brigidine tradition and shares the responsibility of inspiring and leading staff and students in their commitment to the core values of the College as well as the Kildare Ministries Living Justice Charter.

The Business Manager is responsible for all financial and business operations of the College, working collaboratively with staff, students and their families, and the wider community.

The Business Manager is responsible to the Principal for most of the non-teaching functions of the College, including College finances; canteen operation; ICT; uniform and booklist contracts; buildings and grounds; plant maintenance; and cleaning. In relation to College finances, the Business Manager acts as adviser to the Principal and provides financial information to ensure fiscal accountability is maintained.

As a member of the College Leadership Team, the position will require some involvement in College Community activities outside designated hours.

The appointee will participate in a formative review in their third year and a summative review in their fifth year.

Child safety: It is an expectation that every staff member be familiar and comply with, the College's Child Protection and Safety Policy, Code of Conduct and any other policies or procedures relating to child safety.

STATEMENT OF DUTIES

The following duties are aligned to the major areas of responsibility of the Business Manager:

1. College Leadership

- Work with the Principal to provide leadership in promoting the mission of the Catholic school and the Kildare Ministries in the Brigidine Tradition
- Work as part of the College Leadership Team to develop a clear vision for the future of the College
- Provide strong leadership in developing, implementing and reviewing the College's Strategic Plan, Annual Action Plan and Master Plan
- Actively participate in College reviews
- Work with all members of College Leadership to foster, contribute to and role model a culture of high expectations, collaborative planning and commitment to continuous improvement
- Support individuals to deal constructively with change and monitor and evaluate the effectiveness of change
- Develop authentic relationships with staff, students and parents promoting collegiality and open dialogue
- Share with the Principal in being a presence in the school and wider community
- Work collaboratively with other members of the Leadership Team in the overall leadership of the College
- Share in monitoring the safety of the learning and working environments and ensure that practices are consistent with school policy and statutory requirements (e.g. employment procedures, child safe standards policy and procedures, occupational health and safety requirements, equal employment opportunity, sexual harassment and bullying policies)
- Monitor and respond to the wellbeing needs of staff in conjunction with the Principal and other members of the Leadership Team

2. Financial Management

- Operate, maintain, develop and manage the financial procedures and systems of the College according to best practice
- Provide strong and sustainable long term financial management of the College, including the development of financial strategies and goals in conjunction with the Principal, Board and Stewardship Council Finance Committee
- Develop, implement and control all accounting systems necessary for the proper management of the financial requirement of the College
- Ensure that all aspects of the Kildare Education Ministries Delegations of Authority Manual are adhered to.
- Meet regularly with the Finance Team and forward minutes to the Principal
- Prepare the annual College budget and present it to the Finance Committee and Stewardship Council for endorsement.
 - Actively engage budget holders in the budget setting process
 - Prepare monthly budget accounts for distribution to the budget holders and liaise with budget holders to ensure that budgetary expectations are met.
 - Monitor expenditure against budgets and respond accordingly, notifying the Principal and the College Finance Committee of any variances
- Prepare and maintain standard internal financial reports for presentation to the Principal, Finance Committee, the Stewardship Council and other individuals and groups as required
- Develop long-range cash flow projections and management procedures for the College
- Develop policies and procedures to ensure strong systems of internal control, support and segregation of duties where practicable
- Develop feasibility studies and long-range financial plans and assist the Principal in the preparation of such plans for the Stewardship Council and/or Board
- Organise and monitor all loans and lease arrangements that support capital expenditure
- Prepare financial returns and statements for College, Kildare Ministries, Kildare Education Ministries, Catholic

Education Melbourne (CEM), Catholic Education Commission of Victoria (CECV), State and Commonwealth Governments and other statutory authorities

- Assist with the College audit by furnishing all necessary documents and maintaining appropriate records.
- Oversee the collection of fees in line with the *Kildare Education Ministries Policy: Fees Collection Guidelines*.
- Receive and review all applications for concessional fee arrangements (Fee Relief) as per the KEM Delegations of Authority Manual and provide recommendations to the Principal
- Determine in conjunction with organising staff: the cost to parents for all non-compulsory trips and programs; the payment schedule and payment method
- Provide a written summative report to the principal following the close of the financial year in relation to income and expenditure, cash reserves, fee collection and concessions, insurance for the year ended

3. Administration

- Ensure conformity with all Awards and Agreements applicable to all College staff with regards to payroll, taxation, superannuation and WorkCover and other relevant legislation, and ensure that appropriate records for these activities are kept
- Develop, maintain and implement relevant sections of the Staff Handbook, ensuring that clearly documented procedures are in place and followed by staff
- Ensure the College has effective and adequate insurances (including for capital works projects) and handle any claims that arise
- Maintain appropriate registers of property, capital assets and other items and conduct annual physical inventories of assets
- Negotiate, manage and monitor contracts, tenders and agreements for the provision of services/goods (e.g. booklist supplier, uniform supplier, maintenance and cleaning, ICT services, laptop and photocopier leases etc.)
- Ensure appropriate contracts, procedures and hire fee schedules are clearly documented and in place for the use of College facilities by outside groups
- Obtain necessary licences and permits

4. Property Services and Management

- Manage and oversee the maintenance of College buildings, grounds and equipment
- Hold fortnightly meetings with the Maintenance Manager and forward minutes to the Principal
- In conjunction with the Maintenance Manager, ensure the preparation of a five year and annual maintenance schedule for buildings, grounds and equipment
- Monitor the performance of contracted cleaning, maintenance and ICT service providers and follow-up as appropriate
- Monitor all aspects of the College's security and safety policies, including electronic security and external patrols
- Ensure that school resources are used in environmentally responsible ways and seek to introduce practices that enhance environmental sustainability
- Hold fortnightly meetings with the ICT Manager and forward minutes to the Principal
- Oversee the purchase and upgrade of computer hardware and software and the provision of ICT services at the College
- Oversee procedures for the distribution and collection of College issued laptops
- Be a member of the ICT Committee

5. Personnel Management and Leadership

- Promote key strategic objectives to Finance, Administration, Maintenance and ICT teams, ensuring that there is understanding, engagement and participation at all staff levels
- Foster a positive and dynamic working environment by developing a team approach, ensuring open communication, transparent and effective decision making and collaborative work practices
- Promote a strong working relationship between teaching and support staff to deliver strong outcomes for students, staff and the College community

- Guide, monitor and evaluate staff performance (Finance, Administration, Maintenance, Canteen and ICT teams), succession planning, recruitment, induction and professional learning and relevant training.
- Ensure accuracy of Online Staffing Record (OSR).
- Maintain up to date information on industrial awards, regulations and other working conditions for all persons employed by the College and ensure that they are accurately implemented
- Advise the Principal on new and existing staff salary levels and conditions of employment in accordance with relevant Awards and employment contracts
- Provide information to staff regarding employment and industrial issues, including salary packaging and superannuation requirements
- Monitor processing of salaries; liaising with staff and the Principal in some personnel issues (usually related to remuneration and leave issues)
- Provide regular updates to staff on areas of responsibility via the Staff News and presentations at Staff Meetings etc.
- Conduct Annual Review Meetings for direct reports

6. Capital Works

- In conjunction with the Principal:
 - Oversee the formulation and execution of the Master Plan
 - Liaise with architects with regard to design and construction of major projects
 - Oversee the tender process
 - Be responsible for project management of all capital works
- Liaise with builders in regards to the College calendar to minimise disruptions to learning / College events.
- Ensure appropriate signage and barriers to restricted areas are in place when works are underway.
- Communicate with staff and families, via the Staff News and College Newsletter timelines for capital works, arrangements for interruptions to services and / or access to areas of the College etc.
- Provide a termly report to parents in the newsletter in relation to building projects and refurbishments.
- Prepare relevant documentation for Capital Grant applications and be proactive in seeking out opportunities for financial grants

7. Occupational Health and Safety

- Be a member of and attend all OHS Committee Meetings
- Contribute to the development of the agenda for OHS Meetings with the Chair
- Chair the OHS Committee Meeting in the absence of the Chair
- Support the development and maintenance of a best practice OH&S culture within the workplace.
- Ensure compliance with all relevant OH&S policies and procedures
- Improve systems of work and safe work practices by identifying and implementing changes to avoid, eliminate or minimise workplace hazards
- Participate in relevant OH&S training programs
- Ensure that work related injuries and incidents are reported as per OHS Committee protocols
- Participate in the investigation of potential hazards, dangerous occurrences, OH&S incidents and near misses in liaison with the OHS Committee
- Raise OH&S issues with work colleagues, supervisor, or OH&S Committee, and assist with their resolution.
- Ensure regular communication occurs with staff in relation to OH&S matters, via staff meetings, professional learning etc.
- Participate in workplace OH&S inspections/audits, and assist in the maintenance of OH&S facilities, resources, equipment and information

8. Other

- Attend KEM Business Manager Meetings, CEM Business Manager Meetings and relevant CEM/CECV briefings
- Participate in review processes as determined by Kildare Education Ministries
- Develop networks with the broader community and external agencies, and represent the College at network meetings and conferences as appropriate
- Undertake relevant professional learning to ensure awareness and understanding of current developments, practices and thinking in relation to areas of responsibility
- Undertake other duties related to the role as directed by the Principal

GENERAL ACCOUNTABILITIES FOR ALL STAFF

- Support the Vision, Mission and Values of the College
- Demonstrate alignment and support for the Catholic, Kildare Ministries and Brigidine ethos of the College
- Commit to and actively support the College's agenda for continuous improvement through participation in school improvement planning
- Be familiar with and comply with all College policies and procedures
- Demonstrate professional and collegial relationships with colleagues
- Attend all relevant staff meetings, assemblies, College masses, community days and staff professional learning days / sessions
- Demonstrate duty of care to students in relation to their physical and mental wellbeing
- Be well informed and comply with the College's obligations in relation to Child Safe Standards and processes for reporting suspected abuse
- Adhere to the College's professional dress code for staff
- Attend and participate in College community evening and events relevant to their role

SELECTION CRITERIA

Qualifications and Experience

- Hold appropriate accounting/business academic qualifications (CPA, CA or MBA)
- Knowledge and experience in educational or not-for-profit entities

Skills and abilities

- Demonstrated knowledge and expertise in the area of financial management, OH&S and management practices
- Well-developed interpersonal and communication skills and proven ability to liaise and communicate effectively with others
- Demonstrated ability to document, implement and monitor administrative procedures
- Demonstrated capacity to provide leadership that is characterised by a desire for continuous improvement, lateral thinking, and innovation
- Proven capacity to work independently and effectively in the face of changing priorities, deadlines and pressures
- Proficiency in the use of information and communication technologies
- Demonstrated commitment to ongoing Professional Learning
- Demonstrated ability to manage organisational strategic planning and the effective use of resources to achieve educational goals

Other Requirements

- Valid Working with Children Card
- Valid National Police Record Check

Contract and Conditions

Remuneration:	Salary will be negotiated dependent on qualifications and experience.
Tenure:	Initial appointment will be for a five-year period with the opportunity for contract renewal after a summative review in the final year of the contract.
Leave entitlements:	4 weeks annual leave
Other:	Mobile phone and laptop provided