



CATHOLIC REGIONAL COLLEGE CAROLINE SPRINGS

Assistant Business Manager

Title	Assistant Business Manager
Classification	Full Time (Category A)
Length of Appointment	Ongoing
Remuneration	Dependent on experience and qualifications
Key Reports	Principal Business Manager
Award	Catholic Education Multi Enterprise Agreement 2022
Membership	Finance Team Administration Team

Purpose of the Position

The Assistant Business Manager reports to and supports the Business Manager to oversee business operations of the school which includes Finance, Maintenance, Information Communications Technology, Office Administration and OH&S functions.

Working closely with the Business Manager, this role will provide high quality financial and business management support services to facilitate the achievement of financial targets, reporting requirements and optimal performance across the school. The Assistant Business Manager will assist in leading the smooth operation of the finance team, including overseeing aspects of payroll, superannuation, taxation and all financial auditing and reporting requirements.

The Assistant Business Manager will actively participate in the implementation of the College Vision and Mission Statement and be guided by the College motto of *Live Fully Act Justly*.

Leadership Expectations

The Assistant Business Manager will be cognisant of relevant national and state reporting and MACS financial compliance requirements and familiar with accounting and transactional banking requirements and be responsible for preparing financial projections as part of the annual budget, borrowing documentation, Annual Financial Statement (AFS) and other financial auditing requirements.

Areas of Responsibility

- Manage payroll, transactional banking and mandatory reporting including for superannuation, BAS, ATO
- Oversee Risk and Compliance requirements including OHS
- Manage year-to-date budgeting forecasts and monthly reporting
- Prepare financial projections, borrowing documentation and manage the Annual Financial Statement (AFS) process with auditors
- Help manage capital projects including facility maintenance initiatives and contractual agreements with external service providers

- Responsible for ensuring all reporting requirements are met for the Melbourne Archdiocese Catholic Schools (MACS) office on a timely basis including all auditing and cyclic financial reporting
- Represent the school at conferences such as MACS, CEBA/ASBA
- Help lead and mentor key staff including Accounts Payable/Receivable Officers, Administration office, Maintenance Manager, ICT Manager
- Prepare census and other reporting requirements for MACS and government departments
- Assist the Business Manager and School Leadership team with operational and compliance matters as required

Commitment to Catholic Education

- The ability to be able to demonstrate an understanding and commitment to the Catholic ethos and education philosophy
- A demonstrated understanding of the Catholic Church's teachings and the role of staff in the mission would be highly regarded

Child Safety

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

- Have a clear understanding of Ministerial Order 870 on Child Safety as it relates to the College's Code of Conduct, policies, procedures and practice
- Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety
- Provide students with a child-safe environment
- Uphold a zero-tolerance attitude towards child abuse
- Ensure cultural safety for Aboriginal children and children from culturally and/or linguistically diverse backgrounds
- Provide a safe and accessible environment for children with a disability
- Implement strategies that promote a healthy and positive learning environment

Key Selection Criteria

The successful candidate must possess excellent transactional finance, problem-solving, communication and analytical skills with a tertiary qualification in either finance, business management or accounting with Certified Practising Accountant (CPA) accreditation required.

Proven experience in a similar role or setting will be highly regarded (Catholic Education preferred but not compulsory).

Final Statement

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other tasks, not specifically stated, and the College may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the College.