



# CATHOLIC REGIONAL COLLEGE CAROLINE SPRINGS

## Business Manager

<b>Title</b>	Business Manager
<b>Tenure</b>	Ongoing
<b>Category</b>	Full Time (Category A)
<b>Remuneration</b>	Dependent on experience and qualifications
<b>Report</b>	Principal
<b>Award</b>	Catholic Education Multi Enterprise Agreement 2022
<b>Membership</b>	College Executive Leadership Team Finance Team Administration Team Technology Advisory Group
<b>Direct Reports</b>	Assistant Business Manager Administration Coordinator ICT Manager College Property Manager

### Role Description

This senior leadership role entails reporting to the Principal and leading the College's business operations and planning. Key responsibilities include strategic leadership, financial planning, administrative services, accounting, property and contract management, and overseeing facilities and services. The Business Manager is a member of the College Leadership Team.

The Business Manager at Catholic Regional College Caroline Springs should uphold the College's vision and values as outlined in the Mission Statement, SIF, and AAP.

### Key Responsibilities and Duties:

The Business Manager at Catholic Regional College Caroline Springs is responsible for upholding the College's vision and values, leading business operations and planning, and reporting to the Principal. Key responsibilities include strategic leadership, financial planning, administrative services, accounting, property and contract management, and facilities oversight.

The role requires extensive skills in financial management, HR, risk management, property maintenance, and ICT management, with an emphasis on collaboration, compliance, and strategic planning to support the College's goals and operations.

## **Financial Management:**

- Partnering with the Principal and MACS in providing strong and sustainable long term financial management of the College, including the development of financial strategies and goals in conjunction with the Principal and Council.
- Manage the preparation of the annual budget, financial plan and annual accounts.
- Manage the financial outcomes of the College through effective engagement in the budget setting process and ongoing monitoring and management of expenditure. The preparation of the Budget for the College, including the monitoring of Budgets for each individual Department within the College.
- On determining the extent of funding available for a financial year, critically monitoring the budgeting process in the College and devising a control system whereby the cash flow at the College will be adequate to enable funds to be available to meet known commitments as they occur.
- Report at various meetings (e.g., School Advisory Council) on the current financial position and maintain a procedure whereby such information is readily available to the Principal and Committee members on an ongoing basis.
- Reporting any significant anomalies in administrative and/or accounting matters to the Principal immediately upon detection.
- Responsibility for follow-up and receipt of all outstanding student school fees. Conduct regular follow up and manage the collection of school fee accounts including liaising with families and the collection agency where necessary.
- Take an active role in project management and the monitoring of outcomes across major projects, building and maintenance initiatives.
- Understand the effects and implications of MACS and government policies, legislation and directives and develop effective solutions for managing their impact on current and future strategies.
- Maintain regular contact with school auditors, bankers, legal advisors, MACS Finance Department, in relation to the school's financial position, and overseeing the implementation of appropriate recommendations.
- Oversee the preparation and maintenance of the payroll for all College Staff.

## **Property, Infrastructure and Resource Management:**

- Be responsible to the Principal for the oversight, coordination and reporting of all Capital Works planning and construction.
- Through the Principal, advise the SAC of Capital project matters as required.
- Be responsible for the insurance and security of College buildings including Capital Works. Ensure that the College equipment and facilities have adequate insurance coverage for damage, loss etc.
- Arrange all leasing as required including the motor vehicle fleet management.
- Be responsible for the preparation of a maintenance schedule for all capital property and oversight of the maintenance works.
- Monitoring the use and condition of all facilities and equipment within the College and advising the Principal on the financial allocation needed for the upkeep and improvement of these.
- Writing submissions for Capital Grants
- Oversee procurement procedures, monitoring all purchases of goods and equipment by the College, in liaison with the Assistant Business Manager, ensuring the requirements of relevant regulations and proper business procedures are adhered to in the ordering, delivery and payment for such goods.
- Oversee the College Asset Register in relation to existing assets, new purchases and the disposal schedule, in liaison with the Assistant Business Manager.

- Ensuring that an adequate level of security is maintained at the College. This includes the maintenance of the College Key Register.
- Monitoring and maintenance of Essential Services in conjunction with the Property Manager.
- Ensuring fully awareness of the total resources and facilities of the College and assisting the Principal and School Council in establishing their optimum use.
- Liaising with Borgs Manager and Cafeteria Manager.

### **Staff Leadership and Human Resource Management:**

While the Vice Principal Staff & Operations primarily addresses the following responsibilities, the Business Manager is required to assist the Vice Principal Staff & Operations in:

- Guiding, monitoring, and evaluating staff performance, succession planning, recruitment, induction, professional learning, and relevant training for all Finance, Administrative, Property, and IT team staff, in conjunction with designated direct reports.
- Managing all Finance, Administration, and Property staff, with approval from the Principal, ensuring compliance with legislative and regulatory requirements.
- Maintaining a complete personnel records system for both teaching and non-teaching staff in collaboration with the Principal's Personal Assistant (PA).
- Ensuring that accurate role descriptions exist and are communicated, particularly for non-teaching staff roles.
- Developing Human Resource Policy and associated plans, including staff appraisal.
- Identifying and monitoring training and development opportunities for non-teaching staff.
- Managing daily attendance requirements of non-teaching staff, including absences and extended leave.
- Investigating and understanding causes for non-teaching staff absences and recommending solutions to address chronic attendance issues.
- Preparing, developing, and implementing procedures and policies on staff recruitment, in consultation with the Vice Principal Staff & Operations.
- Collaborating with the Vice Principal Staff & Operations and Principal to prepare notices and advertisements for vacant staff positions.
- Conducting reference checks where required.
- Having knowledge of and being able to explain employment standards and current legislation and liaising with MACS IR Staff.
- Promoting a strong working relationship between teaching and support staff to deliver positive outcomes for students, staff, and the College community.
- Overseeing and managing staff under their supervision, including office staff rosters and holiday staffing for the College.
- Determining salaries and other conditions of employment, including establishing new contracts with an effective knowledge of current Employment Agreements such as the Victorian Catholic Education Multi Enterprise Award (CEMEA 2022), specifically interpreting salary and wage awards and conditions of employment relative to the persons employed by the College.
- Serving as the Return-to-Work Coordinator for non-teaching staff.

### **Key selection Criteria:**

- Knowledge of, and experience in, financial planning and management (including budget preparation and management), accounting and administrative services, customer services, legal matters and contract management, property and utilities management, insurance and risk management, compliance, personnel and payroll services.
- Experience in the leadership and management of support staff and input into policy development.

- The ability to be able to demonstrate a commitment to the Catholic ethos and education philosophy of the school.
- Understanding or the ability to acquire the understanding of the funding arrangements and reporting obligations surrounding the education sector.
- Highly developed communication and interpersonal skills in order to relate to a variety of audiences. This includes proficiency in the use of information and communication technologies.
- A proven capacity to work independently and effectively in the face of changing priorities, deadlines and pressures.
- Tertiary qualifications in Accounting, Business or Commerce related field.
- Appropriate qualifications and experience in accounting and/or business management and a knowledge of current accounting standards and professional practice. CPA membership is required.
- Demonstrated high level accounting skills with experience in the preparation of annual and periodic financial statements to meet the requirements of Australian Accounting Standards, ASIC and ACNC requirements.
- Knowledge of GST, PAYG, FBT and other taxation issues
- Demonstrated experience in the development and preparation of an annual budget and forecasts.
- Advanced skills in 365, in particular Excel, databases, reporting software and general use of ICT.
- A person with initiative and drive with the ability to work independently as well as in a cooperative team environment.
- Excellent professional communication, verbal and written, and interpersonal skills.
- Commitment to professional development and willingness to undertake training as required to further develop skills.
- Current Working with Children check/ Police Check

### **Child Safety**

1. 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
2. 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
3. Implement strategies that promote a healthy and positive learning environment
4. Be responsible for ensuring that all child safety and student wellbeing policies, processes and procedures adhere to Government and Melbourne Archdiocese Catholic Schools (MACS) requirements.

### **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.