

# Business Manager

*Loreto College has its foundation in the gospel of Jesus Christ and is proud to be part of and contribute to the larger Catholic community. Loreto College builds on a strong and proud tradition of the education of girls, one which offers a “Catholic education which liberates, empowers and motivates students to use their individual gifts with confidence, creativity and generosity in loving and responsible service”.*

The Business Manager will be an active member of the Leadership Team and will demonstrate an open, flexible and creative approach to the role, working to ensure that Loreto College’s stated philosophy, aims, objectives and Mission Statement are reflected in the living out of the role. The Business Manager will provide strong support to the Principal and work in partnership with all members of the College Leadership Team, in supporting the Principal in the running the College. The Business Manager will maintain good relationships with the local community.

The Business Manager is required to keep abreast of changes in accounting practice, information technology systems and government and other regulations as they pertain to the school's management and operation. The Business Manager will work collaboratively with others and exercise sound management skills.

The Business Manager is responsible for the maintenance of services to all sectors of the school community. The Business Manager will actively support College functions. The Business Manager is directly accountable to the Principal of the College.

## Key Responsibilities

The Business Manager is responsible for the delivery of Financial, Business, Property and Information Technology services to all sectors of the College Community. They also hold the role of Company Secretary to the College Board, including reporting and ongoing assistance to the Board and the following standing committees:

- Finance and Risk Committee (FRC)
- Property Committee (PC)

This entails membership of and full support to the FRC and PC, including timely preparation of agendas and minutes, in consultation with Committee Chairs. Attendance at Board meetings is required, together with assistance with preparation of meeting minutes.

Each aspect of the role carries with it, leadership responsibilities which include administrative aspects. Areas of responsibility include:

## Financial Management and Leadership

- Financial reporting, including long term financial plan and forecast, regular reporting to FRC and Board.
- Oversight and preparation of the Annual Budget, including Department budgets in consultation with the Principal, the Deputy Principals, the Director of ICT, Faculty Heads and Co-Curricular Directors, Maintenance Supervisor and other staff leading areas which require a budget.
- As part of the Budget process, review the fee structure annually, including recommendation for annual tuition fee and levies for each year level.

- On-going monitoring and oversight of the Budget, the provision of monthly reports to the Principal, Faculty Heads and Co-Curricular Directors, Maintenance Supervisor, Director of ICT and other staff leading areas which require a budget.
- Prepare financial forecast reports to assist with short, medium- and long-term strategic planning.
- Provision of comprehensive financial reports to the FRC, College Board, Loreto Ministries Limited, Catholic Education Offices and other statutory bodies as required.
- Continual review of the Budget and the external forces which affect it.
- Oversee the daily financial management of the school (banking, purchasing, accounts payable/receivable, school assets, assets register).
- Control of equipment, materials and purchases on a competitive basis.
- The establishment and maintenance of internal audit procedures and the preparation for the external audit of the Annual Accounts.
- Working closely with the Finance Manager, oversee fee collection, including negotiations with parents concerning payment, according to school policy and in consultation with the Principal and the FRC, ensuring that a consistent policy is applied.
- Involvement in the College's fundraising and capital appeals, including on-going provision of accounting services.
- The development of forward economic and strategic planning, including feasibility studies as required.
- Regular reporting and on-going assistance to the FRC and to the Board as required.

#### **Insurance**

- Responsibility for oversight of the school's insurance policies with regard to personnel, property, plant, and equipment.
- Regular review of the school's insurance and liability provisions and report to the FRC.
- Responsibility for the school's compliance with pertinent regulations.
- Manage any claims made against insurance policies.

#### **Computer Support Systems**

- On-going maintenance and development of systems to meet changing demands and ensure the provision of a robust IT network.
- In consultation with the Director of ICT, review ICT related systems, including, network infrastructure, internet supply and connections, wireless technology, student and staff computers, classroom equipment, administrative software telephone systems and photocopiers.
- Ensure sufficient funds are available via the budget process to maintain the ICT systems of the College operating at appropriate levels, meeting educational requirements and in line with the strategic plan.

#### **Compliance: Reporting**

- The preparation and lodging of all records and returns as required of the school. These include, but are not limited to the Corporations Act, the Catholic Education Office, Loreto Ministries Limited, Australian Charities and Not for Profit Commission and various State and Commonwealth Government authorities.
- Acquire knowledge of government regulations and compliance with those impacting on school activities.
- Ensure familiarity with government grant options and prepare grant applications.
- Prepare reports on areas falling within the brief of the Business Manager for the Annual Report, School Review documentation and other requirements.

- Maintenance of all staff employment records, as required by the Catholic Education Offices and relevant government legislation.

### **Risk Management**

- Develop and lead contemporary and comprehensive strategic enterprise risk management.
- Take proactive steps to ensure the College is mitigating future / potential risks within the College.
- Work closely with Risk and Compliance Officer to ensure that risk management processes are established, implemented and followed.
- Ensure all Occupational Health and Safety matters are addressed promptly and reported in accordance with legislative requirements. As required, liaise with and respond to in a timely manner, Work Safe Inspectors and Compliance Officers.
- Ensure adequate security policies, procedures and systems are in place and at their optimal operational standard at all times, in all areas of the campus.
- Oversight of the School's Fire and Evacuation Warning Systems, Public Address System, Security (alarm) System, CCTV System and all fire equipment, including relevant service contracts, and ensure that all systems and equipment are at optimal operational standard at all times and comply with Regulations.
- Maintain close oversight of the School's cleaning contractor to ensure that a safe, secure and clean environment is maintained at all times and that all contractual requirements are being met.
- Ensure staff and student areas comply with Occupational Health and Safety standards.
- Chair the OH&S Committee and ensure structures are in place to ensure OH&S processes and procedures are in place and regularly communicated to staff.

### **Staff**

- In consultation with the Principal and HR Manager, take a leadership role in the employment and deployment of the finance, property, administrative, information technology, canteen, and other education support staff. Co-ordinate and supervise the work of these staff, including the promotion of a collaborative and efficient approach to the management of school business.
- The co-ordination of the preparation of the fortnightly payroll and the payment of all salaries for the school staff in accordance with the current relevant awards as they pertain to all staff.
- In collaboration with the HR Manager ensure the Provision to staff of documentation with regards to superannuation and financial matters as they pertain to their employment in the school.
- Ensure that issues that arise between staff with a reporting relationship to the Business Manager are managed in a professional, timely and just manner which recognises the intrinsic dignity of each.
- Work with the Principal and HR Manager in matters pertaining to industrial relations.

### **Communication**

- In consultation with the Principal oversee communications to parents which pertain to fees, levies and facilities.
- Prepare reports as requested for College publications including The Abbey and Verity.

### **Maintenance**

- Regular review and implementation of a building and grounds maintenance program which ensures that all facilities are maintained to an excellent standard.



- Oversee security arrangements of the school buildings, plant and equipment.
- Manage the cleaning contract at the College, ensuring buildings are maintained in clean and tidy state.

### **Canteen**

- Together with the Canteen Manager, ensure that the canteen is run in a cost effective manner, providing a range of healthy foods for students and staff.

### **Heritage**

- Monitoring and ongoing development of the conservation management plan for the historic precinct in the College.

### **Capital Projects**

- Manage College building projects, according to the management arrangements set in place for particular building projects, including Planning and Environmental issues and Financial Plans.
- Work closely with the Principal, Board and Consultants in the development of an extension campus.

### **Other**

Other duties as required by, and in consultation with, the Principal.

### **Accountability**

The Business Manager

- is directly accountable to the Principal.
- will prepare an annual report addressing the performance of the finance, business and property areas in relation to the goals established by the College Board and Board Subcommittees.
- will undertake an annual formative review.
- will undertake a summative review in the final year of the tenure of appointment.

### **Committees**

- Leadership Team
- OH&S Committee (Chair)
- Short and long term Task Forces as negotiated with the Principal.
- Board and Board Committees
- Other committees as the needs of the College directs.
- External committees and networks as negotiated with the Principal.

### **Personal and Professional Development**

- Demonstrate familiarity with the teachings and ethos of the Mary Ward and Catholic traditions and support and promote the spiritual values at the heart of the College.
- Display a pastoral concern for all staff and students and exercise leadership in an atmosphere of mutual trust, co-operation and collaboration.
- Commit to ongoing professional development relevant to this position.
- Participate in the staff appraisal and coaching processes.
- Be an active member of a relevant professional association as duties permit.
- Maintain membership of relevant professional bodies and associations.

## Person Specifications

- Must be able to demonstrate comfort with working in an Independent Catholic Girls' School and with the School's expectation that the Business Manager will support its religious heritage, history, culture, ethos and principles.
- Extensive relevant work experience in a senior management role, with an aptitude for effective financial and operational management.
- Demonstrated experience in developing and executing strategic projects.
- A leadership style that encourages teamwork, collaboration, communication, and excellence.
- Ability to combine strategic vision with operational effectiveness and efficiency.
- Outstanding stakeholder management skills.
- Proven and demonstrated capacity to effectively prepare and manage budgets for a large organisation, including command of accounting principles, interpreting meaningful data and presentation of accurate and informative reports.
- Demonstrated capacity to ensure staff accountability for high performance in a friendly, efficient, "can do" staff team.
- Experience in managing organisational change.
- Advanced computer skills
- Experience working in a school would be advantageous.
- Tertiary qualifications in Business and Finance and/or Accounting, with CPA/ICA status is desirable.
- A valid Working with Children Check in accordance with the Child Protection (Working with Children) Act 2012 and a current National Police Check is required.

