



Job and Person Description

DETAILS	
Position Title:	Business Manager
Contract Type:	Ongoing Full Time (37.5 hours per week)
Conditions:	Lutheran Education SA, NT & WA Business Managers Agreement
Commencement Date:	Early 2021

ABOUT MAITLAND LUTHERAN SCHOOL

Maitland Lutheran School is a co-educational Foundation to Year 9 school located in Central Yorke Peninsula with over 300 students. We are progressing to Year 12 by 2023. The School is committed to providing quality education to the community and places great value on its integrated approach to learning where everybody is valued as an individual and nurtured through a caring and family environment.

POSITION SUMMARY

The Business Manager's primary role is to manage the financial and business administration functions of the school. In addition to this primary role the Business Manager must provide support to the Principal. The Business Manager will be involved in the life of the school and develop healthy relationships with staff, students and families to assist with building the 'community' at the school.

This role assumes a high level of managerial expertise, including a significant level of leadership, the ability to consult, delegate, analyse and plan in specific contexts within the school community.

The Business Manager plays an important role in helping to realise the school's mission and vision. This role is specifically related to ensuring the adequate provision of resources needed throughout the school.

The Business Manager is a member of the Leadership Team that is responsible for the leadership and management of the school.

SCOPE AND NATURE OF THE POSITION

The Business Manager reports directly to and is responsible to the Principal and to the School Board.

As a member of the Leadership Team the Business Manager is a key advisor to the Principal. The Business Manager provides appropriate information and advice to the Principal and Board as requested and required.

The Business Manager will be guided in this role by the mission, vision and core values/beliefs of the school, along with the School Constitution and other relevant policies.

KEY RESPONSIBILITIES

The Business Manager is responsible to the Principal and the School Board for carrying out the role as described in the Position Summary.

Specific areas of responsibility include:

1. Financial Management

Effective management of the school's finances so that the short and long-term goals of the school can be realised. This includes:

- Ensure that there is proper accounting and control over all financial operations of the school.
- Responsible for financial and administrative policy development, to ensure strong systems of internal control and segregation of duties where practical.
- Prepare end-of-year financial statements and statutory returns, including BAS, FBT and other relevant returns, in accordance with corporations, taxation and other relevant legislation and regulations.
- Monitor and manage the school cash flow.
- Debtor management - ensure that all outstanding fees are collected on a timely basis, and that debtors are managed in accordance with the Debtor Collection Policy.
- Creditor management – ensure that all outstanding invoices are paid on a timely basis, in accordance with supplier terms.
- Financial management responsibilities for long-term business planning and budgeting, including the development of financial strategies, goals and KPIs.
- Manage and prepare the annual budget and financial plans for all aspects of the school operations, in consultation with the Principal, Leadership Team, teachers and the Finance Team as applicable.
- Liaise with the school's auditors in respect to the audit of the financial statements and relevant Government returns, and ensure that these statements and returns are audited and lodged within the prescribed time.
- Prepare financial management reports on a monthly basis.
- As far as practical, comply with the Lutheran Education SA, NT & WA (LESNW) Common Accounting Policy.
- Responsible to LESNW, as the 'Approved Authority', for financial matters in relation to the Department of Employment, Education and Workplace Relations (DEEWR).
- Keep abreast of all local, Lutheran, State and Federal Government policies, regulations and legislation in so far as they affect the school, including taxation legislation in relation to GST, FBT, deductible donations (eg building funds and scholarships).
- Have a strong understanding of Lutheran schools funding, with particular emphasis on Commonwealth and State Government funding arrangements.

- Research, prepare and lodge loan and Grant applications to LESNW and other relevant funding bodies, and liaise with the relevant Administration Officer regarding these processes.
- Act in the role of 'Public Officer' for taxation and incorporation purposes.
- The Business Manager has the authority to spend funds approved in the budget. In addition, the Business Manager has discretionary authority to spend funds outside the budget in accordance with Board policy.

2. Business Management

Support the Principal, as directed, in ensuring the effective, efficient and responsible management of all relevant staff, services and systems within the school.

The Business Manager will be responsible for ensuring the:

- Effective management and on-going development of relevant areas of the school's Human Resources System, including:
 - Collect, store and maintain all HR data.
 - Advise the Principal on new and existing staff salary levels and conditions of employment in accordance with relevant Awards, the Enterprise Agreement, the Lutheran Church of Australia (LEA) and other employment contracts.
 - Liaise with the LESNW when necessary, in relation to current industrial relations matters.
 - Manage the payroll function of the school, including:
 - Ensure that the staff payroll is processed on a timely basis.
 - Ensure that the appropriate records are maintained to comply with relevant Awards and Enterprise Agreements.
 - Ensure that all appropriate leave records are kept and maintained to comply with relevant Acts, Awards and Enterprise Agreements.
 - Ensure that all relevant superannuation, salary continuance, ReturnToWorkSA and employee benefits records are maintained and paid on a timely basis.
- Effective management and development of the schools Financial and Administrative Management System, including:
 - Manage the enrolment system to ensure that it will provide the required reports and management information on a timely basis.
 - Manage the accounting system to ensure that all financial transactions are recorded accurately and appropriately.
 - Ensure that the system is maintained to provide appropriate and timely reports.
 - Manage ICT Systems
 - Ensure that ICT systems are managed appropriately to provide all of the support (both hardware and software) necessary for staff to perform their duties effectively and efficiently.
 - Develop and maintain a corporate filing system.
 - Maintain appropriate taxation and corporate records in compliance with income tax and other relevant legislation.
 - Maintain school records in accordance with the Archive Policy.
 - Risk Management -ensure that all school assets are covered by the appropriate insurance cover at all times.
 - Identify areas of risk, and perform appropriate risk assessments.
 - Process all insurance claims.

- Effective management and development of the school's facilities and maintenance resources.
 - Responsible to the Principal, via recommendations from the Principal and the School Council, for the oversight, coordination and reporting of all capital works planning and construction.
 - Through the Principal, advise the School Council of capital project matters as required.
 - Arrange all leasing as required including motor vehicle and bus fleet management and computer equipment (where applicable).
 - Coordinate property management activities in relation to the external hiring of school facilities and equipment.
 - Advise on general property matters.
 - Responsible for the preparation of a maintenance schedule for all capital property and oversight of the maintenance works.
 - Develop and maintain Asset Register and Depreciation Schedules.
 - Ensure the security of the school by monitoring the risk of fire and theft and maintaining a monitored alarm system, keying system and key register.
 - Manage the maintenance function of the school buildings and grounds to ensure a safe and pleasant environment that supports the good education of students.
 - Manage the cleaning function of the school to ensure that the cleaning is maintained at a high standard.

- Effective management and development of the school's Safety Management System.
 - Be trained as, and carry out the roles of Workplace Health and Safety Management Officer and Rehabilitation Officer in line with Workplace Health and Safety, and Workers Compensation requirements.
 - Develop and maintain personnel policies and procedures including a Workplace Health and Safety Policy, a Rehabilitation Policy, a First Aid Policy and other relevant personnel forms, policies and procedures as required by the Principal.
 - Other specific WHS duties as required.

- Other responsibilities include:
 - Develop and support an effective marketing plan which is flexible and effective in promoting all facets of the school (eg positioning of the school in the community, promoting the school to increase the number of students, within the community to increase financial assistance).
 - Ensure the website is providing relevant and up to date content.
 - Uniform Shop
 - Manage the stock to an acceptable minimum level without compromising the level of choice on hand.
 - Maintain prices at a level which are affordable but ensure a profit is made and that the uniform shop remains financially viable.
 - Manage the financial function of the uniform shop to ensure appropriate controls are in place and effective.
 - Ensure regular stock takes are performed.

KEY OPERATIONAL RELATIONSHIPS

The Business Manager is responsible to the Principal for carrying out the functions and responsibilities outlined in this Position Description.

The Business Manager will meet regularly with the Principal to discuss issues relating to the management of the school, with specific focus on aspects relating to the Business Manager's role.

The Business Manager is a member of the Leadership Team.

The Business Manager will attend School Council meetings in a non-voting capacity, as a consultant.

The Business Manager is a member of the Finance Team.

The Business Manager is responsible for management of non-classroom/educational based ancillary staff (ie administration, finance, OSHC, grounds, cleaners and bus staff).

The Business Manager will liaise with cleaning contractors/other contractors as necessary to ensure all contractors comply with school policies and procedures, with a view to minimising the disruption to the operations of the school.

KEY SELECTION CRITERIA: Qualifications, Skills and Experience

- Professional designation of CPA or CA.
- 5 years accounting / business experience.
- Competent computer literacy skills.
- Advanced Microsoft Excel Skills.
- Highly numerate and strong analytical capabilities.
- Demonstrated high initiative and strong interpersonal skills.
- Knowledge and understanding of basic concepts of Fringe Benefits Tax and Goods and Services Tax.
- Previous experience in the use of TASS and experience in a school environment would be advantageous but not a critical.

KEY SELECTION CRITERIA: Personal Qualities

- Demonstrated commitment in providing high quality work.
- High level of organisation, accuracy and efficiency.
- Excellent interpersonal, written and verbal communication skills and customer service.
- Attention to detail and analytical in nature.
- Ability to work with minimal supervision.
- Willingness to assist others and work in a team environment.
- High Degree of initiative and enthusiasm.
- Ability to maintain strict confidences on matters associated with the School's financial operations.
- Honest and high level of integrity.

CONDITIONS OF EMPLOYMENT

- Hold a current Certificate in First Aid for Schools.
- Hold a current Responding to Abuse and Neglect in Education and care (RAN-EC) certificate.
- Employee's will be required to be cleared through a working with children check through Department of Human Services.
- Hold a current Valuing Safe Communities Certificate.
- Provide a current National Criminal Check.
- Provide a ASIC Current and Historical Personal Name Extract.