



Role Description – Business Manager

Work Area:	Administration
Award:	Independent Schools NSW (Support and Operational Staff) Cooperative Multi-Enterprise Agreement (CMEA)
Classification:	Administrator (Above Award)
Reports to:	Principal and Board

This role is an exciting opportunity for an innovative, future-focused and dynamic financial professional to join the leadership team of a leading Independent Steiner School.

Reporting to the Board of Directors and the Principal, this role will provide outstanding leadership, financial services and business intelligence to the school to ensure successful performance.

Reporting directly to the Principal and the Board of Directors, the Business Manager holds a significant Senior Executive position in the School. The Business Manager has the main role of supporting the Principal in managing all areas of business administration, finance, risk management, property and facility management and development.

The Business Manager has the responsibility for ensuring that the administrative and financial services of the School are conducted efficiently and ethically in accordance with established standards and such that all statutory and compliance obligations are met. The broad and strategic nature of this position means that other projects and tasks will from time to time fall into the responsibility of this role, and the Business Manager must be able to manage both his/hers and others' time and resources to meet deadlines and negotiate favourable outcomes in the best interests of the School.

Finance

1. Manage the accounting and financial functions of the school.
2. Manage the business functions of the school, aiming to provide a high level of service and support for the school community.
3. Ensure that the routine financial activities of the School are carried out in a timely and professional manner in accordance with relevant policies, procedures and legislative requirements including:
 - a. Reporting of monthly/quarterly financial accounts.
 - b. Reporting of annual statutory financial accounts.
 - c. Liaison with the School's auditor, bankers and other financial entities.
4. Manage the preparation and monitoring of the annual budget including:
 - a. Work in close collaboration with the Finance Committee.
 - b. Seek and assess budget estimates from relevant staff.
 - c. Assist the Principal in the preparation of the Annual Budget for presentation to the Board (through the Finance Committee).

- d. Provide advice to the Principal, Finance Committee and Board on the annual level of Tuition Fees.
 - e. Monitor and report on budget performance throughout the school year to the Principal, Finance Committee and the Board.
 - f. Provide advice to staff on spending against budget in respect to facilities, programs and other school projects.
- 5. Oversee preparation of all financial and statistical returns required by both State and Commonwealth Governments and other regulatory bodies together with other returns including the census returns, annual financial statements and taxation returns.
- 6. Manage the Administration Team
 - a. Ensure they are a highly professional, motivated, collaborative and effective as a team.
 - b. Active development of individual staff to maximise their potential and output.
 - c. Recruitment and induction of new business staff as required.
- 7. Oversee the management of legal, contractual, regulatory and company obligations and relationships.
- 8. Prepare funding submissions for the Executive and Board.
- 9. Direct the accounting processes of the school and ensure that all funds, including school investments, are accounted for according to regulations.
- 10. Administer government grants, reporting and other school income.
- 11. Manage fundraising and Parents' and Friends' activities where required.
- 12. Promote school wide Finance related initiatives and roll out as required.

General Administration

- 1. Oversee the development of policies and effective systems within the business areas.
- 2. Ensure the provision of a range of administrative support functions for the Principal and teaching staff.
- 3. Ensure effective and efficient management of school records in accordance with legislative requirements
- 4. Provide required level of administrative support for school events, functions and projects.
- 5. Develop techniques and procedures that will improve work practices.
- 6. Deliver regular updates and liaise with College on relevant matters
- 7. Effectively manage contractors

School Resources

- 1. Oversee information technology, administration, property and grounds maintenance, and building projects.
- 2. Coordinate the use and maintenance of school buildings and equipment.
- 3. Oversee annual audits of school resources.
- 4. Oversee and manage arrangements with service providers in respect to the cost and quality and delivery of services.
- 5. Oversee processes for the Performance space including rental agreements, cleanliness and maintenance of the facility
- 6. Assist the Board and Principal with capital works including proposals, planning, negotiation, project management and future planning.

Marketing

- 1. In conjunction with the Principal, prepare an Annual Marketing Plan and implement the Plan.

Strategic Planning

1. Provide advice to the Principal and the Board for strategic planning purposes, financial analysis, future enrolment predictions and infrastructure development.
2. To identify strategic needs, develop, and implement strategies to meet these needs.
3. Prepare and update long-term financial projections for the School including incomes and expenditure, capital requirements, cash flows and overall borrowing.
4. Provide professional advice on business development and strategic direction to the Board, Principal.

Risk and Compliance

1. Oversee the Audit and Risk management processes.
2. Keep up to date with current compliance requirements for the school.
3. Act as the School's designated Work Health and Safety Officer, providing advice and policy guidance in areas of Workplace Health and Safety, Risk management, legal and compliance matters.
4. Chair Occupational Health Safety and Welfare Committee and assist its members in their work.
5. Oversee the reporting and management of incidents and accidents including follow up and corrective actions where required

Support to the Board of Directors

1. Perform duties of the Company Secretary for Kindlehill Limited.
2. Evaluate and report on the operational efficiency of school systems making recommendations for improvement where appropriate.
3. Ensure all matters of governance are observed and adhered to.
4. Provide advice and support to the Board on matters related to the school finances, business management, risk and compliance where appropriate.
5. Create and record agendas, minutes and supporting documents of all meetings
6. Attend all meetings of the Board of Directors, Annual General meeting and relevant committee meetings.

Human Resources

1. Keep abreast of and provide support in the areas of Workplace Relations and Human Resources.
2. Manage employment conditions for all staff fairly and consistently
3. Manage the onboarding of staff including inductions, compliance checks and receipt of information regarding employment
4. Ensure compliance with the Awards, create employment letters and contracts
5. Oversee payroll functions

Outside School Hours Care (OSHC) and Playgroup

1. Oversee the effective operations of OSHC and Playgroup
2. Ensuring adequately trained staffing levels
3. Ensure development and implementation of policies and effective systems that comply with relevant legislation