

Trinity College  
East Perth

# Business Manager Appointment

Applicant Information Package  
2021







# College Overview

Trinity College is a Catholic day school in the tradition of Blessed Edmund Rice for boys in Years 4-12, located on the banks of the Swan River in East Perth, Western Australia. The College receives its educational mandate from the Catholic Archbishop of Perth and operates in accordance with the policies of Edmund Rice Education Australia and the Catholic Education Commission of Western Australia. The College has a current enrolment over 1250 students, supported by over 190 teaching and support staff.

A Trinity College education is based on four pillars; Faith, Academic, Cultural and Sport, with the commitment to the formation of each student's faith and personal spirituality being of most importance.

Trinity College enjoys a strong reputation for its excellent academic results, outstanding pastoral care and a holistic approach to the education and formation of young men.

The spacious and well-appointed East Perth campus has grown considerably, with several specialist facilities being developed, including the Chapel, Design and Technology Centre, Observatory, VR Laboratory and Swimming Pool. In recent years, a new Cultural Centre (Music, Art, Campus Ministry) was added along with extensions to the Library and Science Block. Most recently, the magnificent new Sports Centre was completed. These excellent facilities are complemented by the Outdoor Education Centre, (Camp Kelly, Dwellingup) and the playing fields at nearby Waterford. For further information about the college, please visit the [Trinity College Website](#).

## College Leadership Team

Principal	Mr Darren O'Neill
Vice Principal	Mrs Sabrina Hughes
Deputy Principal – Mission & Engagement	Mr Anthony Byrne
Deputy Principal – Learning & Innovation	Mr Tim Hince
Deputy Principal – Student Wellbeing	Mr Julian Fritz
Head of Junior School	Mr Martin Tucker



# Position Description

**Date:** April 2021

**Position Title:** Business Manager

**Responsible to:** The Principal of Trinity College

## Roles and Responsibilities

The Business Manager works closely with the College Principal who is responsible for the day-to-day management of the Business Manager.

The general duties of the Business Manager are as described below. Specific duties are managed by the Principal and may be altered from time to time after discussion with the Principal.

The Business Manager is responsible for:

### Financial Management

- Developing and implementing appropriate financial policies and procedures in line with EREA guidelines;
- Preparing annual College budgets and supporting documentation in conjunction with the Principal, College Advisory Council and key stakeholders;
- Providing ongoing and long term financial advice and planning to the Principal;
- Providing regular financial statements and reports (including interpretation and recommendations) on financial and operating data to the Principal, College Advisory Council and EREA;
- Contributing to the equitable distribution of financial resources within the College;
- Providing, as a matter of priority, sufficient financial resources to support child safeguarding initiatives to ensure the ongoing safety and protection of students;
- Overseeing curriculum budget planning and control with the relevant College Leadership Team staff;
- Establishing and maintaining up-to-date financial management, accounting and reporting systems;
- Managing the College's fixed asset register;
- Establishing and maintaining financial and budgetary controls over cash, capital expenditure and investments;
- Maintaining regular contact with College auditors, bankers, legal advisors, in relation to the College's financial position, and overseeing the implementation of appropriate recommendations;
- Monitoring government funding policies, and ensuring effective action in securing the College's entitlements;
- Overseeing the preparation of financial/statistical questionnaires and documents for government and relevant authorities;
- Adhering to all accountability requirements of government and relevant authorities;

## College Operations

- Managing support staff as identified by the Principal;
- Facilitating and supervising the appropriate training of Administrative support staff and other support staff as appropriate;
- Ensuring, with the Principal, that administrative staff and support staff, as appropriate, receive induction and ongoing training and refresher training in child safety and wellbeing;
- Overseeing College payroll operations;
- Overseeing systems of billing and collection of student tuition and other fees;
- Managing the collection of debts;
- Overseeing all aspects of the College's purchasing activity: ordering, delivery, quality control, storage;
- Overseeing systems for the payment of authorised creditors;
- Maintaining adequate insurance cover for all risks through accurate completion of Insurers reports;
- Managing Risk Management Programs in accordance with relevant legislation and EREA guidelines;
- Overseeing the operation of College Canteen and supervising either, directly or indirectly, the work of staff in this area;
- Managing and overseeing contracts for the provision of services to the College.

## Legal and Personnel Management

- Keeping the Principal apprised on relevant legal and/or industrial matters;
- Negotiate the letting and monitoring of the performance of contracts to outside contractors in accordance with EREA delegations and appropriate code of conduct understanding;
- Ensure that outside direct contact contractors and regular/casual contractors have the necessary WWC checks or if exempt, have completed a WWC Check Declaration;
- Developing a sound working relationship with relevant Catholic Education advisory bodies within the State/Diocese/Region;
- Overseeing the College compliance in relation to all copyright matters;
- Overseeing the College compliance in relation to industrial awards, taxation (including FBT and GST), superannuation, worker's compensation, rehabilitation, and OHS;
- Assisting in the employment of support staff as required.

## Plant Management

- Ensuring the College has an effective, proactive building and plant preventative maintenance program for the College's building and grounds;
- Overseeing all new construction, structural alterations and repairs;
- Monitoring specifications, negotiations and supervision of all maintenance contracts;
- Overseeing the purchase of new furniture, equipment and plant as required and the disposal of surplus assets;
- Overseeing the upkeep of the grounds and supervising the work of the maintenance staff;
- Conducting with the Deputy Principal regular audits of school plant and online environments to ensure the safety and protection of all students;
- Overseeing all systems relating to the security and protection of College assets;
- Overseeing the decision-making process in relation to the acquisition, use and evaluation of information technology;
- Maintaining College property records and archives;
- Ensuring facilities are well maintained, providing a safe working environment in line with OHS requirements.

## Strategic Management

- Assisting in the formulation of strategic initiatives of the College by conducting feasibility studies and preparing impact scenarios of proposed changes from the financial/resource perspective;
- Providing financial/resource information and advice as required by the College Advisory Council and Principal;
- Providing financial/resource advice to the Principal and College Leadership Team on child safety and protection initiatives that are identified in the College's Strategic Plan;
- Assisting in the development of the College's Strategic Plan and Capital Development Master Plan.

## Personal

- Showing examples of being self-reflective;
- Giving personal witness to Christian values and the values contained in the Edmund Rice Charter through word and action;
- Demonstrates a strong commitment to child safety by modelling and reinforcing attitudes and behaviours that values and respects children and young people;
- Promoting a child safe culture as a shared responsibility that is championed and modelled at all levels of the school community;
- Operating with a spirit of service and professionalism;
- Demonstrating an ability to remain calm under pressure or when things go wrong;
- Displaying loyalty to the Principal, College Advisory Council, College Leadership Team, members of staff and staff of EREA;
- Displaying a spirit of hospitality and welcome within the College;
- Contributing to effective communication links within the College community;
- Developing positive working relationships with peers in other Edmund Rice schools.

## Other Duties

- Attending College Finance Committee meetings and preparing all relevant reports as required;
- Attending other meetings such as College Advisory Council and College Leadership Team;
- Representing the College on appropriate external bodies relevant to the position of College Business Manager including EREA Reference Groups;
- Undertaking other duties as assigned by the Principal from time to time including EREA duties that may be requested through the Principal.





# Key Selection Criteria

## Essential Criteria

The successful applicant will have:

- Knowledge of, and experience in, day to day accounting procedures, financial management and strategic development in the not-for-profit setting;
- The ability to be able to demonstrate an understanding of the charism of Blessed Edmund Rice as articulated in the Charter for Catholic Schools in the Edmund Rice Tradition;
- Highly developed communication and interpersonal skills in order to relate to a variety of audiences;
- Tertiary qualifications in Accounting, Business or Commerce related field.



## Highly Desirable Criteria

The successful applicant will have:

- A proven ability to work in a collaborative environment as a member of a Leadership team and to manage a cohesive support team;
- Post-graduate professional qualification (CA or CPA) and a commitment to ongoing professional development and willingness to participate in personal and spiritual formation;
- The ability to think strategically in contributing to the future development of the College.



# Conditions of Employment

## Remuneration

The remuneration package (in line with the EREA National Framework for Remuneration) will include a base salary equivalent to the Deputy Principal Category 8 Level as per the Western Australian Catholic Schools Award, an EREA loading of up to 15% of the base salary and 9.5% superannuation.

## Tenure

A five-year Contract is offered with the provision of a second five-year Contract subject to successful review.

## Technology/Communication Provisions

The school will provide the Business Manager with a mobile phone and laptop computer in order to fulfil their duties. Such items remain the property of the school and should be adequately maintained by the Business Manager.

## Salary Packaging

The Business Manager may elect to enter into a salary package arrangement, which will be in accordance with guidelines established by EREA. Southgate Salary Packaging Services, Paywise and Selectus are EREA's current providers.

## Leave Entitlements

The Business Manager will have sick leave and long service leave entitlements equivalent to those offered as per National Employment standards.

Long Service Leave portability is covered under the Intrastate/Interstate Catholic schools portability agreement. Sick leave is only portable between Catholic schools in Western Australia or between EREA schools nationally.

# Application Process

Applications must include a:

- Curriculum Vitae;
- Covering letter, addressed to EREA Recruitment, outlining reasons for your interest in the position and your vision for a Business Manager in a Catholic School in the Edmund Rice tradition (no more than 2 pages).

Applications should be addressed to EREA Recruitment and emailed to [recruitment@erea.edu.au](mailto:recruitment@erea.edu.au).

Any further questions or for more information, please contact Madison McQuiggan on (03) 9426 3205 or [recruitment@erea.edu.au](mailto:recruitment@erea.edu.au).

All applications will be acknowledged by reply email. Please contact us if you do not receive an acknowledgement of receipt within 7 days.

**Applications close 26 April 2021.**