

BUSINESS MANAGER APPOINTMENT

EASTERN & NANO NAGLE
FLEXIBLE SCHOOL NETWORKS



INFORMATION PACKAGE
2022

Position Description

Date: Reviewed February 2022

Position Title: Business Manager, Eastern & Nano Nagle Flexible School Networks

Responsible to: Principals of Eastern & Nano Nagle Flexible School Networks

Roles and Responsibilities

The Business Manager works closely with the College Principals who are 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 Principals and may be altered from time to time after discussion with the Principals.

The Business Manager is responsible for:

Financial Management

- Developing and implementing appropriate financial policies and procedures in line with EREA guidelines;
- Preparing annual budgets and supporting documentation in conjunction with the Principals and key stakeholders;
- Providing ongoing and long-term financial advice and planning to the Principals;
- Providing regular financial statements and reports (including interpretation and recommendations) on financial and operating data to the Principals and EREA;
- Contributing to the equitable distribution of financial resources within the Network;
- Providing, as a matter of priority, sufficient financial resources to support child safeguarding initiatives to ensure the ongoing safety and protection of young people;
- Overseeing curriculum budget planning and control with the relevant Leadership Team staff;
- Establishing and maintaining up-to-date financial management, accounting and reporting systems;
- Managing the Network's fixed asset register;
- Establishing and maintaining financial and budgetary controls over cash, capital expenditure and investments;
- Maintaining regular contact with auditors, bankers, legal advisors, in relation to the Network's financial position, and overseeing the implementation of appropriate recommendations;
- Monitoring government funding policies, and ensuring effective action in securing the Network'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 Principals;
- Facilitating and supervising the appropriate training of Administrative support staff and other support staff as appropriate;
- Ensuring, with the Principals, that administrative staff and support staff, as appropriate, receive induction and ongoing training and refresher training in child safety and wellbeing;
- Overseeing payroll operations;
- Overseeing all aspects of the Network'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 Network.

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 Network compliance in relation to all copyright matters;
- Overseeing the Network 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.

Strategic Management

- Assisting in the formulation of strategic initiatives of the Network 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 Principal and EREA;
- Providing financial/resource advice to the Principals and Leadership Team on child safety and protection initiatives that are identified in the Network's Strategic Plan;
- Assisting in the development of the Network's Strategic Plan and Capital Development Master Plan.



Plant Management

- Ensuring the Network has an effective, proactive building and plant preventative maintenance program for the schools' 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 Heads of Campus, regular audits of school plant and online environments to ensure the safety and protection of all young people;
- Overseeing all systems relating to the security and protection of Network assets;
- Overseeing the decision-making process in relation to the acquisition, use and evaluation of information technology;
- Maintaining Network property records and archives;
- Ensuring facilities are well maintained, providing a safe working environment in line with OHS requirements.

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, Leadership Team, members of staff and staff of EREA;
- Displaying a spirit of hospitality and welcome within the Network;
- Contributing to effective communication links within the Network community;
- Developing positive working relationships with peers in other Edmund Rice schools.

Other Duties

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



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);
- 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 Network.



Conditions of Employment

Remuneration

The remuneration package (in line with the EREA National Framework for Remuneration) will include a base salary equivalent to Level 5 of the VCMEA 2018 Deputy Principal scales; an EREA loading between 5-15% of the base salary; annual leave loading and 10% superannuation.

For further information on the Total Employment Cost for this position, please contact Bryan Rodgers, National Manager Human Resources, at bryan.rodgers@erea.edu.au.

Tenure

A five-year Contract is offered with the opportunity for a second five-year Contract subject to a satisfactory review.

Technology/Communication Provisions

The Network 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 Victoria and/or between EREA schools nationally.



Application Process

Applications should be addressed to Dr Craig Wattam, EREA Executive Director, and emailed to recruitment@erea.edu.au. Please include a:

1. Curriculum Vitae
2. Covering letter, 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).

Employment is subject to compliance with COVID-19 Vaccination mandates. Applicants must possess (or be eligible to obtain) and maintain a current Working With Children Check (WWCC).

All applicants will be subject to EREA and legislative screening procedures. These checks are consistent with EREA's commitment to child protection policies and procedures.

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

Any further questions or for more information, please contact EREA Recruitment on (03) 9426 3205 or recruitment@erea.edu.au.

APPLICATIONS CLOSE 9am (AEDT) WEDNESDAY 9 MARCH 2022.

