



POSITION DESCRIPTION

Business Manager – Eastern & Nano Nagle Flexible (Flexi) Schools Networks

POSITION DETAILS	
Position title:	Business Manager
School/s:	Eastern & Nano Nagle Flexi Schools Networks
Reports to (position title):	Eastern Flexi Schools Network Principal & Nano Nagle Flexi Schools Network Principal
Contract tenure:	5 Year Contract + 5 years on review
FTE:	Full-time
Significant working relationships:	<ul style="list-style-type: none">• Eastern Flexi Schools Network Principal• Nano Nagle Flexi Schools Network Principal• Eastern & Nano Nagle Flexi Schools Networks Staff• EREA National Director Stewardship• EREA Directors of Schools• Business Managers Nationally• EREA National Office Staff
Expected level of contact with Children: <i>(In accordance with Child Safeguarding Standards Framework)</i>	Casual Contact
Location:	Carlton, VIC
Approved:	April 2022

3.0 Position Purpose

This role will oversee the financial and commercial operations of all Flexi Schools which comprise the Eastern and Nano Nagle Flexi Schools Networks; St Joseph's, Victoria; St Francis, Hobart; Wollongong; St Mary's; Newcastle; Pambula Beach.

4.0 Travel Required

Expected travel 10-20% of the time to all schools in the Network across Tasmania, Victoria and New South Wales.

5.0 Key Responsibilities

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.