



DUTIES & RESPONSIBILITIES OF THE BUSINESS MANAGER

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, School 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, School 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.

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 School 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.



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.

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, School 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 School 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.