



ST EDMUND'S
COLLEGE
CANBERRA • EST 1954

BUSINESS MANAGER

Information Package



OUR COLLEGE

St Edmund's College is a dynamic Catholic all boys school, an inclusive educational community committed to living the message of Jesus Christ. We educate and develop boys into young men according to the values and experiences of a Catholic education in the Edmund Rice tradition.

OUR VISION

To develop boys into young men of vibrant spirit and strong character through tailored learning experiences. We do this in the context of an authentic, dynamic and relational Catholic educational community.

OUR MISSION

As a Catholic college in the tradition of Blessed Edmund Rice, we continually strive to nurture and inspire our students, challenging them to be the best they can be. We offer an innovative and liberating education, based on Gospel spirituality, within an inclusive community committed to justice and solidarity. We encourage young men to be aspirational regarding their future, to develop a social conscience, to think critically and contribute positively to a world beyond St Edmund's.

STRATEGIC DIRECTIONS 2023-2025

The following five key priorities have specific objectives and goals developed in the St Edmund's College Annual School Improvement plan:

Mission & Identity

**Teaching &
Learning**

Wellbeing

Community

**Stewardship &
Sustainability**

To learn more about St Edmund's College, Canberra:

St Edmund's College website - [click here](#)

St Edmund's College Strategic Vision - [click here](#)

Annual Report 2023 - [click here](#)

College Alumni Magazine - [click here](#)

St Edmund's College policies - [click here](#)



Position Description

Date: July 2024

Position Title: Business Manager, St Edmund's College Canberra

Responsible to: College Principal

DUTIES AND RESPONSIBILITIES OF THE BUSINESS MANAGER

The Business Manager is a member of the College Leadership Team and works closely with the College Principal who is responsible for the day-to-day management of the Business Manager.

The position has a key role in business operations, finance and planning of the College. The key responsibilities of this role include strategic leadership, financial management and reporting, legal and personnel management, administrative services, accounting and property and facilities management.

As a member of the College Leadership Team, the Business Manager will be involved in College Community activities and operations.

The Business Manager is responsible for:

SECTION A: Financial Management

- Developing and implementing appropriate financial policies and procedures in line with EREA Colleges guidelines.
- Preparing annual school budgets and supporting documentation in conjunction with 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 Colleges.

- Contributing to the equitable distribution of financial resources within the school.
- 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 College's fixed asset register.
- Establishing and maintaining financial and budgetary controls over cash, capital expenditure and investments.
- Maintaining regular contact with school auditors, bankers, legal advisors, in relation to the school's financial position, and overseeing the implementation of appropriate recommendations.
- Monitoring government funding policies and ensuring effective action in securing the school's entitlements.
- Overseeing the preparation of financial/statistical questionnaires and documents for government and relevant authorities.

SECTION B: College Operations

- Managing non-teaching staff as identified by the Principal.
- Facilitating and supervising the appropriate training of Administrative support staff and other non-teaching staff as appropriate.
- Overseeing school payroll operations.
- Overseeing systems of billing and collection of student tuition and other fees.
- Managing the collection of debts.
- Overseeing all aspects of the school's purchasing activity, ordering, delivery, quality control, storage.
- Overseeing systems or the payment of authorised creditors.
- Maintaining Risk Management Programs in accordance with relevant legislation and EREA Colleges guidelines.
- Managing and overseeing contracts for the provision of services to the College.

SECTION C: Legal and Personnel Management

- Keeping the Principal appraised on relevant legal and/or industrial matters.
- Conducting appropriate Human Resource functions as required.
- Negotiate the letting and monitoring of the performance of contracts to outside contractors in accordance with EREA Colleges delegations.
- Developing a sound working relationship with relevant Catholic Education advisory bodies within the State/Diocese/Region.
- Providing adequate maintenance and safe custody of all personnel records, eg, Superannuation, long service leave, sick leave, recreation leave, etc
- Having a clear interpretation of all relevant awards in order to assist staff.
- Overseeing school compliance in relation to all copyright matters.
- Overseeing school compliance in relation to industrial awards, taxation (including FBT and GST), superannuation, worker's compensation, rehabilitation, and Work Health and Safety.
- Assisting in the employment of non-teaching staff as required.
- Providing administrative support for staff employment processes.
- Managing tenancy and other related issues where on-site accommodation is provided.
- Overseeing hiring arrangements for third party users of school resources including insurance arrangements.

SECTION D: 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 operation of the school grounds and supervising the work of the maintenance staff.
- Overseeing all systems relating to the security and protection of school assets.

- Overseeing the decision-making process in relation to the acquisition, use and evaluation of information technology.
- Maintaining the school property records and archives.
- Ensuring facilities are well maintained providing a safe working environment in line with Workplace Health and Safety requirements.

SECTION E: Strategic Management

- Assisting in the formulation of strategic initiatives for the school 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.
- Assisting in the development of the College's Strategic Plan and Capital Development Master Plan.

SECTION F: 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.
- 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, Leadership Team, members of staff and staff of EREA Colleges.
- Displaying a spirit of hospitality and welcome within the school.
- Contributing to effective communication links within the school community.
- Developing positive working relationship with peers in other Edmund Rice schools.

SECTION G: Other Duties

- Attending College Finance Committee meetings and preparing all relevant reports as required.
- Attend other meetings such as College Senior Leadership Team as required.

- Representing the College on appropriate external bodies relevant to the position of College Business Manager including EREA Colleges Reference Groups.
- Undertaking other duties as assigned by the Principal from time to time including EREA Colleges duties that may be requested through the Principal.
- On occasion the Business Manager may be required to travel to other locations in the course of their employment as required by EREA Colleges.

KEY SELECTION CRITERIA

The following criteria will be used by the selection panel when short-listing candidates. Candidates must address each of the following Selection Criterion in their written applications:

Selection Criterion 1 – Qualifications

- Hold a Bachelor's degree (or higher) in Accounting.
- A CA or CPA qualified is highly desirable.
- Hold a current Working With Vulnerable People Card, or be eligible to apply for one.

Selection Criterion 2 – Experience

- Minimum of 7 years relevant experience in a comparable organisation, preferably the education sector.
- Extensive experience in the leadership and delivery of financial management, reporting and accounting services.
- Have the ability to provide strategic advice to Boards and executive, including provision of long term strategic financial modelling and analysis.
- Demonstrated leadership of a Finance and Business service function, responsible for the planning and leadership of others (including business planning, review of performance, training and development of staff and knowledge management) with proven ability to develop and support a high performing team.

Selection Criterion 3 – Technical Skills

- Exceptional time management skills.
- Ability to prioritise competing demands, meet strict deadlines and work effectively in a high-volume environment.
- Demonstrated strong computer skills in all Microsoft applications, specifically Excel.
- High level of skill in the effective use of ICT solutions and capacity to learn new systems efficiently.
- Demonstrated database experience in updating and retrieving data for reports (with excellent accuracy), preferably in TASS or similar system.

Selection Criterion 4 – Communication Skills

- Highly developed written and verbal communication and analytical skills.
- Proven ability to engage, consult and influence stakeholders, collaborate with diverse stakeholders and represent the college in external forums, as required.
- Ability to manage and coordinate multiple work priorities and tasks within set timelines.
- Ability to work collaboratively to find creative solutions to problems.
- Commitment to meet quality standards; and the willingness to update their skills and knowledge on a regular basis.
- Ability to work in a team environment.

Selection Criterion 5 – Christian Ethos

- A personal commitment to the Mission and ethos of the College.
- An understanding of Edmund Rice, the ethos of a Catholic School in an Edmund Rice tradition.
- Understanding of and ability to contribute to the mission and vision of St Edmund's College as a Catholic School.

CONDITIONS OF EMPLOYMENT

Remuneration

The remuneration package (in line with the EREA Colleges Framework for Remuneration) will include a base salary as per the guidelines for Teachers (Daramalan College, Marist College Canberra, and St Edmund's College, Canberra) Multi-Enterprise Agreement 2021 – 2024, an EREA loading and superannuation.

Tenure

A five-year Contract is offered with the potential opportunity for a further Contract.

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 enter a salary package arrangement, which will be in accordance with guidelines established by EREA Colleges Ltd. Southgate Salary Packaging Services, Paywise and Selectus are EREA Colleges' current providers.

Leave Entitlements

The Business Manager will have sick leave and long service leave entitlements equivalent to those offered for Teachers (Daramalan College, Marist College Canberra, and St Edmund's College, Canberra) Multi-Enterprise Agreement 2021 – 2024.

Long Service Leave portability is covered under the Intrastate/Interstate Catholic schools portability agreement.

Sick leave is portable between EREA Colleges schools nationally and ACT government.

APPLICATION PROCESS

To apply for this role, email your application directly to
ereacollegeshr@erea.edu.au

Please address your application to the Chief Finance Officer – EREA Colleges,
Ms Sharyn Finn.

Your application should include:

1. Current CV

2. Covering Letter, outlining reasons for your interest in and suitability for the
position (2 pages max)

3. A Written Statement, addressing each of the Selection Criteria on pages
8 & 9 (5 pages max).

Shortlisted candidates will be required to provide two nominated Referees.





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

For a confidential conversation about the role, please contact EREA Colleges on 07 3737 6712.

For any enquiries about the process or submitting your application, please contact EREA Colleges Recruitment at ereacollegeshr@erea.edu.au.

APPLICATIONS CLOSE 5PM (AEST) SUNDAY, 18 AUGUST 2024.

The successful applicant must possess (or be eligible to obtain) and maintain a current Working With Children Check. 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. Edmund Rice Education Australia is committed to ensuring the safety, wellbeing and dignity of all children and young people. Aboriginal and Torres Strait Islander people are encouraged to apply. Edmund Rice Education Australia is an Equal Opportunity Employer.