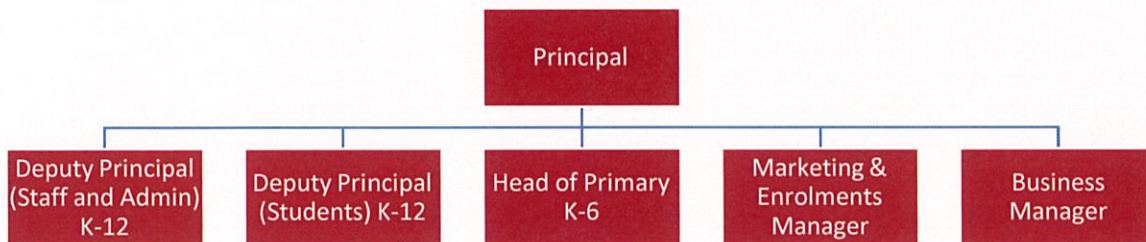





KINGSWAY
CHRISTIAN COLLEGE

POSITION DESCRIPTION
BUSINESS MANAGER
(POSITION: A_EXE_02)



Created	January 2006	Authorised: Principal	Signed:
Next Review	February 2015	Authorised: Principal	Signed:
Reviewed	January 2018	Authorised: Principal	Signed: 



POSITION DESCRIPTION BUSINESS MANAGER

Section 1. School Identification

School Name

Kingsway Christian College, governed by the Kingsway Christian Education Association (KCEA) Inc.

Location

157 Kingsway, Darch, 6065 Western Australia

Section 2. Mission, Vision and Values

Kingsway Christian College is a co-educational non-denominational Christian day school with more than 1400 students enrolled in K-12. The College has a friendly professional team of staff, modern facilities and attractive employment conditions.

The College has in place organisational Mission, Vision and Values which reflect the strategic directions of the College governing body, the Kingsway Christian Education Association (KCEA) Inc.

At Kingsway, we support and nurture our students so they can excel in their education, strive for excellence and develop their individual character. The College campus technology and infrastructure is designed to support creativity and innovation.

The College is committed to providing students with a safe and friendly learning environment, and to this end has in place policies and procedures for the recruitment and screening of staff, suitable to work with children and young people, who meet the selection criteria. Kingsway is an alcohol, illegal drug and tobacco free campus.

Kingsway provides a supportive environment for staff and is committed to staff health and well-being through various initiatives including a Wellness Program, an Employee Assistance Program and free staff flu vaccinations.

Kingsway Christian College thrives on bringing out the best in its people who go on to influence the world around, for the glory of God.

Section 3. The Position

Position Title

Business Manager

Section/Department/Learning Area

Business Services

Tenure

This is a permanent full-time position, subject to the satisfactory completion, by the appointee, of a six (6) month probationary period, to standard acceptable to the College.

Section 4. Remuneration Terms and Conditions

- Individual Letter of Appointment
- Salary package commensurate with qualifications and experience
- Superannuation at statutory rate of 9.5%
- 4 weeks annual leave

- Potential for additional leave over the College shut-down period is dependent on the demands and requirements of the position
- Use of College Laptop
- Salary packaging opportunities
- Professional subscriptions
- Training and Development opportunities

Section 5. Reporting

Overall responsibility for the College lies with the Principal supported by the Senior Leadership Team comprising the positions of Business Manager, Deputy Principal (Staff and Administration), K-12, Deputy Principal (Students) K-12, Head of Primary K-6 and the Marketing and Enrolments Manager.

The Business Manager position is responsible to the Principal for the proper performance of all aspects of the Responsibilities and Duties set down within this Position Description.

Direct Reporting Relationships:

Administrative Assistant to the Business Manager
 College Accountant
 Property and Services Manager

Indirect Reporting Relationships:

Business Services Staff
 Property and Services Staff

Section 6. Performance Review Conditions

The performance of the Business Manager will be reviewed on an annual basis by the Principal, in consideration of agreed key performance indicators (KPIs). These KPIs will be reviewed from time to time to accurately reflect the requirements of the role.

Section 7. Responsibilities and Duties

Overview

You are employed as **Business Manager** for the Kingsway Christian Education Association Inc.

Position Role

The Business Manager at Kingsway Christian College reports directly to the Principal and provides advice to the Board concerning effective financial management of the Association. The Business Manager is a member of the Senior Leadership Team.

Christian Leadership – provides spiritual leadership for the College Community

The Business Manager:

- Openly affirms and practices the Christian faith
- Demonstrates a Christian approach when dealing with others
- Promotes and promulgates the core values of the College
- Supports the practice and policies of a Christ-centred College which enables students to learn a Christian perspective of the world
- Promotes and models a code of ethics which embraces diversity, integrity and the dignity of all people
- Demonstrates the ability to make decisions within an ethical context
- Demonstrates team oriented, collegial and collaborative Christian leadership.

Whole School Context (Senior Leadership Team)

- College Principal
- Business Manager
- Deputy Principal (Staff and Administration) K-12
- Deputy Principal (Students) K-12
- Head of Primary K-6
- Marketing and Enrolments Manager

Specific Duties and Responsibilities:

1. General Leadership

- 1.1 Shares leadership for promoting the vision, ethics and aims of the K-12 College.
- 1.2 Is a member of the Senior Leadership Team (SLT).
- 1.3 As a member of the SLT, provides progressive, improvement focussed leadership to the whole College community.
- 1.4 Collectively with the members of the SLT, effectively manages and provides leadership to staff, students and parents through periods of change.
- 1.5 Demonstrates Godly Christian leadership and discipleship.
- 1.6 Offers professional leadership to all staff and works collegially as a team member within the Senior Leadership Team.
- 1.7 Takes an active role in meetings of the Senior Leadership Team.
- 1.8 Provides leadership to committees and working parties within the College as delegated by the Principal and puts into effect, deliberations of these committees and working parties as required.
- 1.9 Provides leadership and develops, disseminates and implements policies and procedures relating to the duties outlined in the Position Description.
- 1.10 Prepares items and articles for the newsletters and other publications as required.
- 1.11 Undertakes short, medium and long-term planning relating to areas specified in the Position Description.
- 1.12 Provides regular briefings to the College Principal on matters pertaining to the Position Description.
- 1.13 Assists the College Principal to prepare reports and submissions for the Board, AISWA and other bodies.

2. Financial Planning and Management

- 2.1 Ensure that the College financial records are adequately kept, and prepare and maintain Annual Financial Statements to meet audit requirements in accordance with Australian Accounting Standards for the authorities to which the College reports, including Finance Committee, Board and State and Federal Governments.
- 2.2 Model best-practice in the development, monitoring and reporting of short and long term financial plans, including strategic, operational and master planning processes.
- 2.3 Provide financial advice to the Board, Principal and project leaders.
- 2.4 In consultation with the Principal develop feasibility studies on proposed projects.
- 2.5 Report to the Board and Principal on expenditure against budgets.
- 2.6 Provide cost centre holders with regular accurate budget reports and ensure expenditure is in accordance with budget guidelines.

- 2.7 Collect, analyse and maintain financial data and systems sufficient to ensure that the Board of the Association has the required information to satisfy itself that it is in a position to meet its debts as and when due.
- 2.8 Prepare an effective process of budget development (operational and capital) and approval in collaboration with the Principal, for Board consideration according to budget parameters set by the Board.
- 2.9 Liaise with financial institutions in relation to loans and grants and ensure applications are submitted on a timely basis.
- 2.10 Ensure that the Association complies with the statutory and regulatory requirements of governmental, financial, regulatory and taxation authorities.
- 2.11 Maintain up to date financial policies, procedures and controls, for approval by the Finance Committee.
- 2.12 Oversee the development and implementation of effective strategies and processes to safeguard the long-term financial viability of the Association and its College.
- 2.13 Manage and invest Association funds (cash, investments and cash-flows) in a prudent manner consistent with Board policy.
- 2.14 Advise, assist and facilitate the work of the Board in the development and implementation of the Strategic Plan as it relates to non-academic, property and financial aspects of the Association.
- 2.15 Oversee the College's Insurance, Superannuation and Statutory Taxes.
- 2.16 Ensure all tuition and other fees are appropriately invoiced and collected and that dealings with families experiencing hardship are handled with the highest standard of care and responsibility at all times.
- 2.17 Designs systems to support major fundraising initiatives and appeals.
- 2.18 Design, implement and maintain up-to-date accounting, management and reporting systems including continual improvement of College business operations.
- 2.19 Maintain regular contact with College bankers, legal advisers and auditors for the purpose of effectively managing the College's financial position.

3. Property Management

- 3.1 In consultation with the Principal and the Master Planning Working Group develops and maintains a property master plan, capital management plan and scheduled maintenance plan.
- 3.2 Develops appropriate Property Management policies and associated practices for approval and sign off by the College Principal and ensures their implementation across the College.
- 3.3 Manages the building, refurbishment and minor works programs, and takes responsibility for the purchase of approved capital items.
- 3.4 Develops and supervises contractual arrangements for cleaning, maintenance, minor works and major building projects.
- 3.5 Ensures the supervision of the Property and Services staff.
- 3.6 Oversees Association property and real estate and relevant insurances and insurance claims.
- 3.7 Liaises with builders, architects and other consultants on major capital works in conjunction with the Property Manager.

4. Remuneration and Payroll

- 4.1 Operates an effective and efficient payroll system and ensures payment of appropriate superannuation, taxation, leave and workers compensation entitlements.

5. Information and Communications Technology

- 5.1 Under the direction of the Principal and in conjunction with the IT provider, coordinates the implementation of the strategic plan in relation to IT.
- 5.2 In consultation with the Principal oversees and maintains contractual relationships with the outsourced IT provider.
- 5.3 Develops appropriate IT policies and associated practices for approval and sign off by the College Principal and ensures their implementation across the College.
- 5.4 Ensures that appropriate information technology systems and software are available for the effective delivery of the Association's education and administrative programs.
- 5.5 Ensures software licenses are maintained and effective backup and redundancy provisions are in place with respect to IT services.
- 5.6 Oversees and maintains contractual relationships with suppliers of ICT equipment and services to the Association.

6. Leadership of Business Services and Property and Services

- 6.1 Ensures staff have a clear understanding of their roles and responsibilities.
- 6.2 Ensures staff have the skills necessary to meet requirements of their position.
- 6.3 Ensures staff are supported and encouraged in their career and spiritual development.
- 6.4 Identifies, develops and supports potential leaders.
- 6.5 Ensures new members of staff are supported by their induction to become positive and contributing members of staff.
- 6.6 Manages the performance of staff and ensures the provision of appropriate professional development.
- 6.7 Ensures that department processes and structures provide a supportive, efficient and harmonious working environment.
- 6.8 Provides effective team leadership for Business Services and conducts regular Business Services team meetings.

7. Communications

- 7.1 Ensures the effective, timely and appropriate communication of essential information within the province of this position to the College, parents and the Board.

8. Association and Board

- 8.1 Develops and maintains a sound knowledge of the constitution and policies of the Association and its College.
- 8.2 Provides information and advice to the Board in relation to governance best-practice.
- 8.3 Presents reports at Board meetings, and Board sub-committees as required.
- 8.4 Consults regularly with the Board Treasurer (and other Members as required) and the Principal to ensure that their needs and expectations are being fulfilled.
- 8.5 Provides the information required within the identified planning cycle to assist Board decision-making.
- 8.6 Conducts designated business on behalf of the Principal and the Board as directed.

9. Other

- 9.1 Assists the Principal with the oversight of Risk Management systems of the College and the management of occupational health and safety requirements.
- 9.2 Participates in sub-committees of the Board as required.
- 9.2 Performs other associated duties as required by the Principal and Board.

Section 8. Selection Criteria

Pre-requisites

1. To have a WA Department of Education and Training criminal history clearance no more than three (3) months old.
2. To hold a valid or be willing to apply for a Working with Children Check.
3. To provide a reference from your church Pastor or Minister.
4. Be legally entitled to work in Australia with proof of Australian Birth, Citizenship or residency visa details.

Essential

1. To have a personal faith and commitment to the Lord Jesus Christ including regular church attendance and a lifestyle consistent with the expectations of Christian faith.
2. Be supportive of the aims, principles and tenets of Kingsway Christian Education Association Inc. at Kingsway Christian College.
3. Tertiary qualifications and proven experience in Business Management, Commerce or related area with a highly rated financial acumen.
4. Excellent leadership, management and motivational skills to ensure smooth oversight of the financial and business operations of the College.
5. Demonstrated understanding of effective governance practices in an educational environment.
6. Ability to coordinate College property management development and supervise building and minor projects.
7. Excellent interpersonal, written and oral communication skills appropriate in dealing with both internal and external stakeholders.
8. Excellent financial accounting and management skills.
9. High level policy development and administration skills.
10. Effective problem solving skills, with ability to meet deadlines and plan for short and long term strategic outcomes.
11. Proven knowledge and understanding of work health and safety, risk management, budget and resource management.

Desirable

1. Registration in accounting as a CPA or CA (or equivalent)

Section 9. Application

The successful applicant will be a committed Christian able to actively contribute to the Christian ethos of the College. A current reference from the applicant's Pastor or Minister, must accompany the application.

Please go to the College website at <http://www.kingsway.wa.edu.au/employment> for the Employment Application Information, Application Form and other required reading. Enquiries can be made to the Human Resources Manager on 9302 8720 or HR@kcc.wa.edu.au.

Applications must include a completed Administrative and Support Staff Application Form, responses to the selection criteria above, a detailed CV and your Pastor's reference.

Applications Close: 12pm, Monday 26 February, 2018

**Peter Burton
Principal
January 2018**