



Position Description

Position Title	Business Services Manager
Department/Program	Business Services Team
Position Reports To	Principal

Overview:

SEDA College (Western Australia) is an independent, co-educational Senior Secondary College.

The SEDA College Board has entered into a contract with the SEDA Group that allows the College to deliver the SEDA model and its curriculum, while providing access to leading Western Australian industry partnerships.

The Board chose the SEDA model as the foundation for SEDA College as a result of the model’s success in engaging, educating and empowering young people since 2007.

At SEDA College we believe that student success is achieved through educational experiences that challenge and inform our students’ perspectives on the world.

These beliefs are underpinned by an educational philosophy that is based on the principles of applied learning and our Colleges’ core values.

- Growth
- Resilience
- Empathy
- Accountability
- Teamwork

Our philosophy commits us to developing students who are:

- Passionate about reaching their personal and professional potential.
- Proactive and resilient in both their personal and public lives.
- Productive and compassionate contributors to the wellbeing of their community.
- Professional and collaborative in the workplace.

We believe that students in the post compulsory years should be treated as young adults and given opportunities to develop their independence in a supportive environment where they are nurtured and allowed time to mature and develop the personal attributes that will help them be successful in both their personal and professional lives. Our



aim is for graduates to leave the College as mature, informed, resilient, independent and capable young adults as they make their transition from school to employment or further study.

The College believes that students will achieve more when their education is delivered through a model that is; relevant to their passion, applied, informed by industry and community expectations and delivered by a teacher that knows them well and differentiates their program accordingly.

The College programs attract a group of young people who want their education experience to be ‘real-life’ and authentic.

SEDA College is committed to Child Safety and the creation of an environment in which all young people feel safe, included and welcome. All staff have a responsibility to contribute to this environment and ensure that they interact with students in a manner that actively promotes the rights of young people. As part of induction staff are trained and informed of their obligations with respect to the safety of young people.

SEDA College Business Services Manager

Position Overview

The Director of Business Services is responsible to the Principal for all matters of business administration and Financial control of the College including annual budget, cash flow, fees collection, rebates, and payment of accounts and human resources. The Director of Business Services is required to attend College Board meetings as adviser to the Board on financial, compliance and company matters. This responsibility requires the Director of Business Services to review and develop the Business Continuity plan for the College.

This position is initially based at SEDA College head office, however due to the state-wide nature of the College program and structures; intra and interstate travel may be required to ensure that the program and standards are delivered consistently across campuses.

Key Responsibilities

Accountabilities	Overview
College Board	<ul style="list-style-type: none"> • Ensure that the College complies with relevant legislation and regulation, and keeps Board members informed of their legal responsibilities • Attend College Board meetings as adviser to the Board on financial, compliance and company matters
Finance	<ul style="list-style-type: none"> • Oversee the finance function and work in conjunction with the Business Services Team to ensure all reporting is completed for the Board • Preparation of monthly management reports including Profit & Loss Statement, Balance Sheet, Cash flow and related analysis documents • Monitor the College cash flow and arrange for investment of surplus funds • Prepare Annual budgets

Accountabilities	Overview
	<ul style="list-style-type: none"> • Prepare any forecasts as required by the Principal and College Board
Registrar/Admissions/Student Records	<ul style="list-style-type: none"> • Oversee the function of the Registrar including the enrolment of all students, resulting for students and reporting • Ensure all administrative functions are working in conjunction with SEDA College events (Open Days, Interview Days, Graduation etc.) • Ensure that all Student Records are maintained correctly in the College administration database in conjunction with the Registrar
HR, Payroll and Administration	<ul style="list-style-type: none"> • Oversee the HR function including the payroll of all staff • Manage the Head Office administration team including reception and operations administration
Statutory Compliance	<ul style="list-style-type: none"> • Oversee the preparation of statistical data and information to government departments and Independent Schools Western Australia (State and Federal Census; Demographic data) and coordinate any audit visits arising from the submission of data to government agencies • Ensure all tax compliance is completed in a timely manner (BAS, income tax, FBT, PAYG) • Coordinate the annual audit and lodgment of the Federal Government Financial Questionnaire
Teamwork / Leadership	<ul style="list-style-type: none"> • Support and make recommendations to the Principal in relation to his role as Chief Executive Officer of the College • Develop an integrated and highly technically skilled team(s) with a strong focus on the delivery of customer satisfaction • Provide guidance and support as required, ensuring regular review sessions with staff • Ensure Finance/HR/Administration personnel are fully trained and equipped to perform their roles

Accountabilities	Overview
Policies and Procedures	<ul style="list-style-type: none"> • Ensure the SEDA College Financial, Enrolment and HR policies are up to date with relevant legislation and communicated effectively to all staff • Follow the College policy on Child Safe and Mandatory reporting • Adhere to the expectations described in the Staff Code of Conduct
ICT Services	<ul style="list-style-type: none"> • Liaise with the ICT services providers to monitor and maintain appropriate levels of service • Ensure that the College has adequate ICT infrastructure and disaster recovery plans • Lead the annual ICT Hardware procurement plan and process • Advise the Principal on the effectiveness of the range of software applications that the College engages with • Ensure that the Business Services team administers ICT applications
Associated Duties	<ul style="list-style-type: none"> • Undertake other duties which are appropriate to the level of the position, as directed by the Principal. • Activities as per annual Performance Development and Review plan • Act in accordance with SEDA College’s values and policies and procedures • Cooperate with all health and safety policies and procedures and take all reasonable care for their own and others health and safety

Key Selection Criteria
<p>Skills and Experience</p> <ul style="list-style-type: none"> • A strong sense of trust and a high level of confidentiality and integrity • Demonstrated and proven experience in accounting related roles preferably within a commercial environment with a hands-on approach • Previous experience in a similar role within education (favourable but not essential) • A strong confident communication style and the ability to interface professionally at all levels with staff and external parties – face to face, via email and phone • Ability to work independently and contribute effectively as a team member to achieve goals • Strong organisational and time management skills with an ability to prioritise and manage workload, meet deadlines and adapt to changing circumstances • Ability to identify issues and propose solutions • Proficiency using Microsoft Office Programs and other relevant database programs <p>Qualifications</p> <ul style="list-style-type: none"> • A relevant tertiary qualification in Commerce or Accounting is essential for this position. CA/CPA membership is preferred.



- Current Working with Children Check

Other Position Related Requirements

- A six-month probation period applies to full and part time positions of more than 6 months.

The list of responsibilities herein is not intended to be all-inclusive and may include additional responsibilities as required and assigned. It may become necessary to modify/change these position responsibilities from time to time.

Position Description Acceptance

I _____ (Incumbent Name) have read and, understood the above Position Description and agree to carry out the duties listed in my position description.

Signed Date .../...../.....