

BUSINESS MANAGER

St George's Anglican Grammar School is a school of the Anglican Schools Commission Inc.

We are seeking to appoint a suitably qualified, experienced, dynamic and dedicated professional as our Business Manager.

A member of the Senior Executive Team, the Business Manager at St George's Anglican Grammar School will be proactive, with a 'can do' attitude and a 'hands on' approach in ensuring the sound financial management of the School.

They should be contemporary in their thinking and able to manage an array of competing priorities. The role will require a demonstrated ability to build strong and effective relationships, working both independently and collaboratively.

The Business Manager leads the administration team and has responsibility for financial planning, property maintenance, management of resources, capital planning, adherence to occupational health and safety (OHS) audits and a clear understanding of compliance and risk matters within the School.

The person appointed will be an experienced commercial or business manager, preferably from a professional background and ideally with relevant experience in a school-based setting. They must be prepared to involve themselves fully in the life of the School. This is a unique opportunity for the right person to make a significant difference in the future of St George's Anglican Grammar School in the heart of the City of Perth.

The Business Manager reports directly to the Principal and is also responsible to the School Council. They would be expected to provide expertise and counsel on all financial and business administration matters.

Selection Criteria

- Tertiary qualifications in Business and Finance and/or Accounting, with CPA/ACA status.
- Demonstrated strong financial acumen with relevant experience in financial and management accounting within a school or business setting.
- A keen understanding of key accounting principles.
- Strategic thinking/planning with advanced conceptual and analytical skills.
- A proven capacity to effectively prepare and manage budgets, interpret data and present meaningful, detailed, accurate and informative reports in a variety of formats.
- Knowledge and use of contemporary accounting software.
- Experience in leading individuals and teams with highly developed interpersonal and communication skills.
- Excellent time management.
- A clear understanding of OHS, Compliance and Risk.
- A warm, welcoming, and friendly disposition.

How to Apply

1. Covering letter addressing the selection criteria – maximum of two pages.
2. Curriculum Vitae – including three referees, one of which must be your current line manager.
3. Supporting documentation to include relevant academic transcripts and qualifications.

Please email your application to the Principal, Mrs Tina Campbell via Ms Karen van Rooyen at hr@stgeorges.wa.edu.au

Please include all relevant documentation into one PDF document prior to submission.

APPLICATIONS CLOSE: MONDAY 2 AUGUST 2021 AT 8.00AM WST.

DUTIES AND RESPONSIBILITIES STATEMENT BUSINESS MANAGER

PREAMBLE

The Business Manager is a member of the Executive Leadership Team and plays a key leadership role within the school and holds responsibility for managing all aspects of the School's finance, administration, facilities, human resources, and risk and compliance aspects across the campuses of St George's Anglican Grammar School. The Business Manager is responsible to the Principal and performs Council Secretariat duties to School Council. The position works collaboratively with all members of the Executive Leadership Team.

This is a full time, fixed term contract for four years with renewals subject to successful performance in the position. The position is to commence at the candidate's earliest convenience.

REQUIREMENTS OF POSITION

Essential

- Tertiary qualifications in Business, Commerce or Accounting with CPA or ACA status.
- Highly competent IT skills including database experience and contemporary accounting software.
- Excellent interpersonal skills and organisational ability.
- A strong record of leading a team of staff collegially.
- A keen understanding of OHS, compliance and risk.
- A proven ability to work in a collaborative environment as a member of the Executive Leadership Team.
- Ability to obtain a current Working with Children Check.
- Ability to obtain an unrestricted Police Clearance.
- Comprehensive understanding of Duty of Care, Child Protection and the wellbeing of our staff and student body.

Desirable

- Prior work experience in a school environment.
- Knowledge or exposure to Educational Awards and related terms and conditions.

General

- The Business Manager must be supportive of the Christian ethos of the School.
- The Business Manager needs to be a strategic thinker capable of bringing new ideas to the financial management and operation of the School.
- The Business Manager is required to work in close cooperation with the Principal, School Council and other Executive colleagues. They should be prepared to be flexible in the variety of duties undertaken, and in the hours worked.



RESPONSIBILITIES

The Business Manager is responsible to the Principal for the following areas:

Property and Equipment Management and Development

- In consultation with the Anglican Schools Commission (Inc), School Council and the Principal, plan and oversee the capital development of the school.
- Prepare the School's Capital Development Applications, to be submitted to the Anglican Schools Commission Inc. (ASC) in a timely manner and to set deadlines
- Manage all building lease arrangements and contracts.
- Ensure that the required capital, equipment and recurrent resources are available for the effective delivery of the educational programs planned annually by the School.
- In liaison with the Principal, the ASC, the Architect and/or the Builder, act as the Project Manager for all minor and major capital works programs.
- Liaise with the appropriate consultants and City Council representatives for planning of developments.
- Appoint builders and subcontractors including expert consultants when necessary, including developing appropriate tender documents in consultation with the Principal and ASC.
- Provide leadership and direction in regard to the maintenance and upkeep of facilities across all campuses.
- Oversee all contractors to ensure compliance including maintaining essential services and records.
- In liaison with the School Council and the Principal strategically plan for the short, intermediate and long-term provision of ICT in the school to achieve educational outcomes and efficient business operation.
- Liaise with the ASC, relevant government authorities, and departments to access and manage all capital grants and low interest loans.
- Maintain the school property and grounds to an exemplary standard, attending to day-to-day maintenance and cleaning requirements, including liaising with both internal maintenance staff and external contractors.
- Proactively take responsibility for the day-to-day security of the school and its equipment including the maintenance and upkeep of security equipment and relevant monitoring.
- Manage and liaise with the external security provider with regards to 'out of hours' requirements and/or break ins.
- Maintain adequate insurance cover for all aspects of the school's assets and activities.
- In liaison with the Principal, be responsible for all risk management and occupational safety and health matters within the School.
- Report and liaise with the Police in the event of any criminal activity on the school site.
- Maintain a current and up to date School Key Register.

Financial Management

- Responsible to the Principal for the sound financial management of the school.
- Responsible for the preparation of Financial Plans as per the guidelines set by the ASC. In liaison with the Principal, prepare and control the school's annual operating and capital budgets and accounts within the budgetary parameters provided by the Anglican Schools' Commission (Inc).
- Assist the ASC in the preparation of annual financial statements and prepare all documentation ready for the auditors.
- Prepare Financial Reports for monthly School Council and Finance Meetings.
- Liaise with the Anglican Schools' Commission (Inc) on policy, submission of loan applications, ASC Capital Development applications, Commonwealth Grant Applications, preparation of the annual accounts and the annual financial questionnaire.
- Work with the Principal and the Sub-School Coordinators in developing budgets, controlling spending, and cash flow whilst regularly monitoring expenditure in relation to the approved budget.
- Liaise with relevant government authorities and departments regarding per capita grants and payments.
- Provide timely and accurate reports of income and expenditure and liaise regularly with the Principal on this matter.
- Take overall responsibility for the preparation and presentation of the financial reports related to budgets, cash flow and future modelling.



- Oversee and monitor debt collection, payment of accounts and payroll, putting in place procedures to ensure the timely collection of tuition fees and other charges.
- Control and manage the asset register.
- Liaise with Executive staff and Heads of Learning Areas to control and manage spending and cash flow.
- Effectively control overall school expenditure.
- Manage the preparation of School fee accounts, and the collection of School fees – liaising with external debt collection agencies as and when required.
- Review the costs of contractual services in relation to cost/benefit and consistency with current market conditions.
- Review Remission applications.
- Manage the completion of the annual FBT return.
- Manage monthly and fortnightly payrolls.
- Manage production of annual PAYG certificates.
- Liaise with external auditors and prepare the annual audit package.
- Oversee creditors accounts and authorise payments.
- Liaise with internal auditors.
- Manage Uniform Store and Café operations.
- Maintain Long Service and Annual leave schedules.
- Maintain bank signatories and payment authorisers.

Human Resource Management

- In liaison with the Principal, provide day to day supervision and management of all support staff of the school.
- Chair regular meetings of the support staff with appropriate agendas, minutes, and action registers.
- Assist the Principal in the selection of support staff.
- Manage the annual performance appraisals of all support staff.
- Advise the Principal regarding Professional Development opportunities and requirements for support Staff.
- In liaison with the Principal, manage the application of relevant employment awards and EBAs; salary determination and salary payments; leave entitlements; worker's compensation; occupational health and safety; salary packaging and superannuation. Ensure that meticulous records are kept in relation to the above.
- Oversee payroll and in consultation with the Principal approve all support staff leave.
- Assist the Principal in developing and maintaining adequate Occupational Health and Safety standards and procedures.

Planning

- Assist the Principal and School Council to develop an overall strategy for the continuing development of the School recognising:
 - Land requirements
 - Buildings
 - Fundraising
 - Community needs
 - Staffing requirements
 - Changes in technology

Compliance and Risk

- Ensure compliance with legislation and government reporting requirements relating to all financial matters
- Ensure the School is compliant with the Occupational Health and Safety, Local Government by laws, Industrial Awards, and other related and relevant laws.
- Ensure all risk and compliance standards are met and maintained.
- Assist the Principal in developing and maintaining adequate Occupational Health and Safety standards and procedures.



General Administration

- Work with the ASC, the School Council and the Principal to develop an overall strategy managing and directing the strategic growth and development of the school.
- Act as Secretary to the School Council and its Sub-Committees ensuring that Council related meetings and schedules are set and adhered to. This includes attending all meetings, managing the need for ZOOM and creating all minutes in a timely and professional manner.
- Compile and distribute School Council meeting papers.
- Prepare, distribute and deliver monthly Business Managers reports to School Council and Finance Committee
- Oversee the completion of any Government Returns as needed/required.
- Ensure the smooth running of the Café by supporting the Café Manager and their staff.
- Work closely with the external Uniform Shop subcontractor
- Complete annual DESE return.
- Complete State Census in February and August each year.
- Complete Commonwealth Census in August each year.
- Complete student attendance data regularly in liaison with the Executive Leadership Team.
- Attend weekly executive team meetings alongside 1:1 meetings with the Principal.
- Regularly review insurance levels to ensure appropriate cover against relevant risks for current human and material assets.
- Complete student/staff data updates as and when required including managing WWCC, Police Clearance, current contact details.
- Assist with collection and data entry of students with disabilities reporting.
- Liaise with School Bus contractors.
- Manage all insurance claims.
- Undertake a contract management and review annually.
- Assist in the co-ordination of formal functions as and when required.
- Other duties as directed by the Principal