



Business Manager

Position Information Document

Contract Position 5 Year Renewable

Key Working Relationships

- Board of Directors
- Principal
- Executive Team
- Educational Support Staff
- Property Team
- Staff
- Parents
- Students
- Outside Agencies

Position Overview

The Business Manager at Bayview College is a key member of the College's Executive Team. The Business Manager is also the Company Secretary for "Portland Christian Community College responsible for overseeing the financial and operational aspects of the Company. This role ensures the efficient management of Company resources, compliance with regulations, and supports the strategic objectives of the Company as it operates the College.

As Company Secretary, the Business Manager is responsible and accountable to the Board of Directors and the Principal for the financial, business, and non-teaching operations of the College, including Administration, Property Maintenance, IT Infrastructure, Occupational Health & Safety, and Risk Management.

The Business Manager advises the Board of Directors and the Principal regarding Company Finances and provides information to the Board Finance Sub-Committee to ensure fiscal accountability.

The Business Manager is required to:

- be responsible for the management of finance and property administration, for maintaining an up-to-date asset register, for compliance with government and other accountability requirements, for maintaining Company, Board, and College records.
- exercise initiative and judgement in day-to-day management of administrative functions within areas of responsibility.

- contribute role-related knowledge and expertise to the Principal in planning and managing College rations.
- maintain professional relationships with contractors and other providers, parents, and staff.

Organisational Relationships

The Business Manager is:

- Responsible and accountable to the Board of Directors & Principal with annual review by these, and a mid-term contractual review
- The Line Manager for non-teaching staff: Property Officer, Cleaner/s, Administrative Education Support Officers, and IT Staff.
- A member of the Executive Team and Chair of the Occupational Health and Safety Committee.
- A member of the Consultative Committee and assists the Principal in implementing the enterprise Agreement and managing workplace concerns.
- Is the Secretary of the Company and Board of Directors and Executive Officer of the Board Finance Committee, Risk and Audit, and Property Committee. This includes responsibility under the relevant Chair, for:
 - (i) the convening, agenda, documents, minutes and record of meetings of the above, and signing of Company and Board Minutes,
 - (ii) maintaining a register of Company members and subscriptions,
 - (iii) maintaining a register of Company Directors, starting dates and terms of appointment,
 - (iv) maintaining a register of Board and College policies.

Contribution to the Growth & Sustainability of the College

The Business Manager will:

- Demonstrate an understanding of the Vision and Mission of the College.
- Identify needs, initiate change, and facilitate innovation in areas of responsibility, especially Finance, Property, Administration, OHS and Risk Management.
- Manage cyclical review of policies, practices and schedules pertaining to areas of responsibility as above.
- Establish and maintain relationships with key bodies: ISV, Business Managers Network, Loreto Ministries Inc., and relevant Federal and State Government departments.
- Manage the implementation of the College Environment & Facilities and Finance sections of the College Master Plan.

Specific Areas of Responsibility

College Finances

- Develop, monitor, and update the Business Plan for the College including short- and longer-term forecasting.
- Develop, implement, and control the accounting systems necessary for the proper management of the College finances, manage cash flow for maximum return, monitor accounts payable, reconcile College bank accounts.
- Manage the charge and collection of fees in line with the College Fee Policy, interview parents regarding fee arrangements in consultation with the Principal, and provide advice regarding Government assistance.
- Manage the preparation of the annual budget in accordance with Board requirements and school policy and priorities, prepare the annual financial statement and supporting documents for audit, prepare GST, BAS, and AIS reporting statements, liaise with, and prepare College financial returns and compliance statements for the Department of Education and Training, ASIC and other authorities.
- Administer government grants, reporting and other school income.
- Ensure appropriate insurance cover on all College property.
- Prepare budget summaries for distribution to Teams and liaise with staff responsible to ensure that budgetary expectations are being met.
- Prepare and maintain standard internal financial reports for routine presentation at Board Finance Sub-committee and Board of Directors Meetings.
- Develop long-range financial plans, projections and management procedures for capital and cash flow, arrange and monitor loans (if applicable) and lease arrangements, assist the Principal in preparing plans for Board Finance Sub-committee and Board of Directors meetings.
- Prepare regular finance reports for Loreto Ministries Inc, manage the Loreto Ministries lease, and liaise regarding loan approvals if needed.
- Manage the All Saints Parish lease for use of the Parish property on Henty St.
- Distribute annual audited finance statements to Participating Churches and Loreto Ministries to Company members attending the AGM.

Administration

- Ensure compliance with all Awards and the Enterprise Agreement applicable to all College Staff regarding payroll, taxation, superannuation, Workcover and other relevant legislation. Monitor processing of payroll. Advise the Board of Directors and Principal on new and existing Staff salary levels and conditions of employment in accordance with relevant Awards and employment contracts. Liaise with staff on employment and industrial issues, including salary packaging and superannuation requirements. Oversee and maintain all staff records.
- Monitor College SAS database.
- Negotiate and manage the implementation of Uniform, Booklist, and contracts with external suppliers.
- Supervise the hire of College facilities by outside groups.
- Control purchasing function.
- Develop, maintain, and implement relevant sections of the Staff Handbook.

Property

- Manage and oversee the maintenance of College buildings, grounds, infrastructure, equipment, and building projects.
- Supervise all services provided by Property, grounds, and Cleaning Staff.
- Maintain appropriate registers of property, capital assets and other items and annual physical inventories of assets.
- Monitor all aspects of the College's security, OHS and Risk Management policies.
- Monitor and provide leadership in issues of environmental sustainability as they relate to school operations and financial management.
- Prepare and maintain internal property reports for presentation to the Property Sub-Committee and Board as required.
- Manage capital works in conjunction with the Principal and the Property Sub - Committee.

Personnel Management

- Maintain the College Working with Children Check (WWC) register for non-teaching staff and volunteers.
- Oversee College Administrative functions, manage and supervise Administrative, Cleaning and Maintenance staff and conduct annual review meeting.
- Develop policy and procedure to ensure systems of internal control, support, and segregation of duties where practicable.
- Provide support to Principal in industrial, staff performance and personnel issues.

Occupational Health and Safety, Risk Management:

- Support the development and maintenance of safe work practices, improved systems, and best practice OH&S culture within the College, participate in relevant OH&S training programs, ensure compliance with relevant policies and procedures,
- Participate in the investigation and rectification of potential hazards, unsafe workplace practices, dangerous occurrences, OH&S incidents and near misses in accordance with policy, report work-related injuries and incidents in accordance with Worksafe requirements, act as the Return-to-Work Coordinator.
- Participate in workplace OH&S inspections/audits, and in maintaining OH&S facilities, resources, equipment, and information.
- Regularly discuss OH&S issues at staff meetings and conduct related Staff Induction Programs. Review and implement Risk Management practices in relation to student and staff safety within and outside the College grounds, monitor Evacuation and Invacuation procedures and conduct regular drills.

Qualifications and Skills

Education:

- Bachelor's degree in Business Administration, Finance, Accounting, or a related field.
- Professional certifications such as CPA, or MBA are highly desirable.

Must hold, or be willing to acquire, a Working with Children Check card and must hold, or be willing to undergo, a National Police Record Check.

Experience:

- Professional experience in financial management, ideally in an educational setting.
- Proven experience in strategic planning, budgeting, and financial analysis.
- Experience in facilities management and operational oversight.
- Experience in the leadership and management of staff.

Skills:

- Strong financial acumen and analytical skills.
- Excellent leadership and team management abilities.
- Proficient in accounting software and Microsoft Office Suite.
- Exceptional communication and interpersonal skills.
- Ability to work collaboratively with diverse stakeholders.
- Strong problem-solving and decision-making abilities.

Personal Attributes

- High level of integrity and ethical standards.
- Detail-oriented with strong organizational skills.
- Ability to handle confidential information with discretion.
- Demonstrates a respect for and acceptance of difference in students, parents and staff.
- A demonstrated understanding of child safety.
- A demonstrated understanding of appropriate behaviours when engaging with children.
- Be a suitable person to engage in child-connected work.
- Committed to the Vision and values of Bayview College.

Bayview College is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. The safety and wellbeing of young people is our first priority, and we have zero tolerance for child abuse.

Salary and Conditions

This full-time position (1.0) requires the College Business Manager to work flexible hours. The incumbent will be required to attend meetings, functions, or promotional events as part of, or in addition to, normal working hours. Some duties will need to be performed at times other than during the school day or when students are in attendance.

A competitive salary package will be negotiated, commensurate with qualifications and experience.

Application Process

Interested candidates should submit a Curriculum Vitae and cover letter detailing their qualifications and experience. Applications will be accepted until [application deadline].

To believe. To think. To achieve.

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