



Business Manager - Job Description

Business Manager

Revised 14 February 2020

Core mission

The Business Manager serves our community by facilitating efficient and proper business administration of the School and ensuring that the School's legal and management obligations are carried out.

The Business Manager will at all times exemplify the School's values: love, justice, compassion, forgiveness, service, courage, humility, hope, quality and appreciation.

Scope of position

- The Business Manager reports directly to and is responsible to the Principal.
- As a member of the Leadership Team the Business Manager is a key advisor to the Principal. The Business Manager provides appropriate information and advice to the Principal, the governing body (Council), the teaching staff and appropriate committees as requested and required.
- The Business Manager acts as the interface between the School and various government authorities, Lutheran Education, banks and organisations, in regards to administrative and financial planning matters and compliance.
- The Business Manager facilitates the efficient and proper business administration of the School and ensures that the School's legal and management obligations are carried out.
- The Business Manager will be guided in this role by the Mission, Ministry and Vision of the School, along with other relevant policies.
- The Business Manager will establish and maintain integrity and confidentiality in dealing with issues of a sensitive nature and a demonstrated ability to apply high-level communication skills, both verbally and in writing, to a wide range of people, agencies and organisations on a range of issues.
- The Business Manager has the authority to spend funds approved in the School's budget. All funds to be spent outside the budget must be consulted with the Principal and/or School Council.
- The role will require attendance at monthly School Council meetings and other out of hours activities from time to time.

Key internal connections

Reporting directly to

- School Principal

Associated relationships

- Principal
- Assistant Principal
- Curriculum Coordinator
- Teachers
- SWAN Program Leader
- Student Support Officers
- Secretary



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Key tasks and expectations

Under the general direction from the Principal, the Business Manager is expected to manage the efficient operations of the School's business, financial, administrative, human resource and facilities functions and shall be accountable for:

1) Business Management

- a. Supporting the Principal, as directed, in ensuring the effective, efficient and responsible management of all relevant services and systems within the School that are associated with the support and resourcing of the Mission, Ministry and Vision.

2) Financial Management

Effective management of the School's finances so that the short and long-term goals of the School can be realised. This will include:

- a. Ensuring that there is proper accounting and control over all financial operations of the School and within Audit and Accounting Standard requirements.
- b. Responsibility for Financial and Administrative Policy development, to ensure strong systems of internal control and segregation of duties where practical.
- c. Preparing financial statements and statutory returns, including BAS, WorkCover and other relevant returns in accordance with Corporations, taxation and other relevant Legislation and Regulations.
- d. Prepare and submit the Department Financial Questionnaire on time.
- e. Prepare and submit information to Somerset Education (or other like benchmarking organisations as directed by Lutheran Education). Review and report on results to School Council as available and required.
- f. Complete Bank Reconciliations for all bank accounts and loan accounts on a regular basis.
- g. Complete and maintain Balance Sheet General Ledger reconciliations.
- h. Monitoring and managing School Cashflow.
- i. Debtor Management –
 - Process all fees in a timely manner each term.
 - Process payments, including Centrepay.
 - Ensure all over-the-counter payments are receipted correctly and completed in a timely manner.
 - Ensure all outstanding fees are collected on a timely basis and that debtors are managed in accordance with the Fee Collection Policy.
 - Investigate and implement alternative payment methods where appropriate.
- j. Creditor Management-
 - Process and pay all outstanding invoices on a timely basis and in accordance with the Supplier Terms.
 - Negotiate better Supplier terms where possible.
- k. Maintain an asset register and produce depreciation schedules and journals.
- l. Process all journals when required and undertake the end of the financial year rollover.
- m. Financial Management responsibilities for long term business planning and budgeting, including the development of five (5) year financial forecasts against agreed goals and KPI's.
- n. Managing and preparing the annual budget and financial plans for all aspects of the School Operations in consultation with the Principal. Revise the Forecast on a periodic basis.
- o. Liaising with the School Auditors in respect to the audit of the financial statements and relevant Government returns and ensuring that these statements and returns are audited and lodged within the prescribed time.

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- p. Preparing and presenting School Council Financial Reports for each meeting. The report should include explanations of any major variances between budget and actual.
- q. Preparing annual financial statements as required.
- r. Keep abreast of all local, Lutheran, State and Federal government policies, regulations and legislation so far as they affect the School, including Taxation legislation in relation to GST and deductible donations (for example Building Funds).
- s. Have a strong understanding of Lutheran Schools funding, with particular emphasis on Commonwealth and State Government funding arrangements.
- t. Provide all requested reporting and information to LEVNT as required.
- u. Researching, preparation and lodgement of Loan and Grant applications to relevant funding bodies.

3) Human Resource Management

- a. Effective management and ongoing development of relevant areas of the School's Human Resources System, including:
 - Collection, storage and maintenance of all HR records/data.
 - Advising the Principal on new and existing staff salary levels and conditions of employment in accordance with relevant Awards, the Enterprise Agreement and other employment contracts.
 - Produce new staff Appointment letters upon advice from the Principal.
 - Write, implement and update all Human Resources and Payroll Policies and Procedures.
 - Liaise with ISV, LEVNT and unions (where applicable and appropriate) when necessary, in relation to current Industrial Relations matters.
 - Provide advice to the Principal and staff on Industrial Relations matters.
- b. Manage the payroll function of the school, including:
 - Processing of staff payroll on a fortnightly basis.
 - Ensure that the appropriate records are maintained to comply with relevant Awards and Enterprise Agreements.
 - Ensure all appropriate leave records are kept and maintained to comply with relevant Acts, Awards and Enterprise Agreements.
 - Ensure that all relevant Superannuation, Salary Insurance, WorkCover and Employee Benefit records are maintained and paid on a timely manner.
 - Process Single Touch Payroll and submit to the ATO within deadlines.
- c. Workers Compensation
 - Administer workers compensation returns, claims and insurance
 - Liaise with occupational health providers in the event of workers compensation claims requiring rehabilitation
 - Handling the rehabilitation program under workers compensation claims

4) Enrolments System

- a. Oversee the management of the enrolment system to ensure that all information is up to date and that it will provide the required reports and management information on a timely basis.
- b. Oversee the Census data collection in preparation for the Principal to sign off.
- c. Develop procedures to ensure all the necessary parent and student information is collected and entered onto the enrolment system.

5) Records Management

- a. Oversee the development and maintenance of the School's filing system.
- b. Maintain School records in accordance with the Archive Policy.



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6) Risk Management

- a. Ensure that all school assets are always covered by the appropriate insurance cover .
- b. Identify areas of risk and perform appropriate risk assessments.
- c. Process all insurance claims.
- d. Provide all information regarding Risk Management as directed by the School Council, LEVNT, ISV and Government Authorities and other associated bodies.

7) Marketing

- a. The Business Manager will work with the Principal to develop, support and implement an effective marketing plan which promotes all facets of the school, including:
 - Positioning of the school in the community
 - Promoting the school to maintain/increase the numbers of students
 - Participating in the life of the community.

8) Uniform Shop

- a. Oversee the operation of the School's Uniform Shop to:
 - ensure that the school is able to provide a good service to the School community,
 - ensure appropriate stock levels,
 - ensure there is affordable pricing; and
 - ensure there are financial controls and effective record keeping.

9) Asset management

- a. Oversee, coordinate and report on any Capital Works planning and projects in conjunction with the Principal.
- b. Provide advice on general property matters.
- c. Engage, induct and liaise with contractors as required.
- d. Responsible for the preparation of a maintenance schedule for all capital property and oversight of the maintenance works.
- e. Ensure the security of the School by assessing the risk of fire and theft and overseeing the maintenance of a monitored alarm system, keying system and key register in conjunction with the Principal.
- f. In conjunction with the Principal, ensure the physical assets of the School are maintained to meet the School's educational objectives and are replaced or upgraded as needed.
- g. Manage the cleaning function of the School to ensure that the cleaning is maintained at a high standard.
- h. Coordinate the external hiring of School facilities and equipment.
- i. Arrange leasing of equipment as requested by the Principal.

10) Health and Safety management system

- a. Be trained as, and carry out the roles of Workplace Health and Safety Management Officer and Rehabilitation Officer in line with Workplace Health and Safety and Workers Compensation requirements.
- b. Develop and maintain personnel policies and procedures including a Workplace Health and Safety Policy, a Rehabilitation Policy, Contractors Induction and other relevant personnel forms, policies and procedures as required by the Principal.
- c. Organise Emergency Management Training at least annually.
- d. Produce the Department Emergency Management Plan.
- e. Monitor and review OHS training of all staff.



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11) Computer systems

- a. Liaise with the external Computer Technician on any computer issues and maintenance to ensure all School computer networks, systems, printers and programs are regularly updated with new versions.
- b. Develop and implement an IT plan in conjunction with the Principal and staff. This plan is to include both operational and educational requirements.
- c. Ensure the Accounting, Payroll and Enrolment packages adequately meet the School's needs.
- d. Ensure appropriate virus protection is up-to-date and available of all systems.
- e. Arrange for purchases of computer equipment as required.

12) Other Duties

- a. Coordinate office services and systems and supervise and appraise the work of Administration Staff.
- b. Perform First Aid as required.
- c. Provide customer service (that is, answering telephone and attending to the front desk) as required.

13) General responsibilities

- a. Attend meetings, training and professional development activities as required.
- b. Participate in an annual appraisal process.
- c. Observe guidelines in relation to the:
 - Equal Opportunity Policy;
 - Valuing Safe Communities Policies and Procedures;
 - Occupational Health and Safety information for staff;
 - Security requirements and policies;
 - School Risk Management.