College leadership and structures direct and encourage an open and collaborative environment that empowers staff and students to achieve effective learning outcomes. Leadership processes, grounded in gospel values, should be reflective, transparent and accountable. Authentic leadership engages the wider community and promotes the College as a just and welcoming community.

Leaders at St Aloysius College build a rich learning environment that enables students, staff and parents to be part of a Catholic secondary college that promotes excellence in the Mercy tradition.

ROLE

The Business Manager of St Aloysius College works in close co-operation and consultation with the Principal in providing positive leadership as the College fulfils its educational mission. The Business Manager reports directly to the Principal.

The Business Manager shares the Principal’s responsibility in ensuring that the charism of Catherine McAuley is nourished within the College. He/She is to be supportive of the Catholic Ethos of the College and of Catholic Education in general and the Mercy tradition of education.

The Business Manager is responsible to the Principal for the overall financial and business operations of the College and is accountable to the Principal in the fulfilment of these duties. The Business Manager, in conjunction with the Principal and the Leadership Team, has the responsibility to promote a sense of unity of purpose across the College.

The Business Manager also shares in the task of promoting a sense of community within the College. The Business Manager represents the College on various bodies and at various functions.

The Business Manager is accountable to the Principal for the development of a caring and challenging environment which promotes an increasing sense of professionalism within staff. This requires that the Business Manager relate to all staff in a genuine and authentic manner in order to develop staff cohesion and morale.

The Business Manager is expected to have a sound understanding of finance in the Catholic Education sector including the impact of State and Federal Government policy and have an understanding of taxation reform as it applies to Catholic Schools.

1. ORGANISATIONAL RELATIONSHIPS

The Business Manager will be:

1.1 Directly responsible to the Principal for the tasks as outlined and other duties as determined by the Principal.

1.2 The Line Manager for the:
   - School Officers
   - Non-Teaching Staff
   Responsible for:
     - Outsourced Maintenance Team
     - Outsourced Canteen Team
     - Outsourced Cleaners
1.3 A Member or Chair of the:
- College Leadership Team
- College Advisory Council
- Finance Committee
- WHS Committee (Chair)
- Community Development Team
- Association of Catholic Education Business Administrators (CEBA)
- Association of School Bursars and Administrators (ASBA)
- Member of Mercy Schools Business Manager Network
- And others, as determined by the Principal.

2. CONTRIBUTION TO THE GROWTH & SUSTAINABILITY OF THE COLLEGE

The Business Manager will contribute to the continuing success of the College by:

2.1 Demonstrating an understanding of the Goals and Purposes of the College and the Sisters of Mercy Core values that underpin these;

2.2 Identifying needs, initiating change and facilitating innovation in the area of Financial Management;

2.3 Planning and implementing cyclical review of policies and practices;

2.4 Establishing and maintaining relationships with key bodies e.g. Mercy Education Ltd (MEL), Catholic Education Office (CEO), Bursars Network, and appropriate Federal and State Government departments;

2.5 Ensuring that relevant sections of the St Aloysius College School Improvement Plan are implemented;

2.6 Assisting the Principal, Leadership Team and Advisory Council in the development and maintenance of a College Master Plan.

3. SPECIFIC AREAS OF RESPONSIBILITY

3.1 College Finances:
- Develop, implement and control all accounting systems necessary for the proper management of the financial requirements of the College.
- Formulate, monitor and review financial plans and annual budgets for income and expenditure (including faculty budgets in consultation with the Director of Learning and Teaching).
- Preparing monthly faculty budget accounts for distribution to Heads of Key Learning Areas and liaising with Staff to ensure that budgetary expectations are being met.
- Prepare and maintain standard internal financial reports for presentation to the Principal, MEL, the Advisory Council and other individuals and groups as required.
- Develop long-range cash flow projections and management procedures for the capital and cash flow situation of the College.
- Develop policy and procedure to ensure strong systems of internal control, support and segregation of duties where practicable (e.g. The Business Manager will ordinarily sign all cheques along with a second signatory).
- Organise and monitor all loans and lease arrangements that support capital expenditure.
- Develop feasibility studies and long-range financial plans and assist the Principal in the preparation of such plans for MEL and other bodies as required.
- Liaise with and prepare financial returns and statements for College and MEL, the Catholic Education Office (CEO), State and Commonwealth Governments (including the AFS).
- Assist with the College audit by furnishing all necessary documents and maintaining appropriate records.
- Manage the collection of fees in line with the College Fee Policy.
- Prepare for each meeting of the Advisory Council by preparing a Financial Report as detailed by the Principal
- Interview parents regarding fee arrangements and provide advice regarding Government assistance.
- In liaison with the Principal, negotiate with families regarding payment of school fees in a manner that is consistent with the ethos of the College.
3.2 Administration:
- Ensure conformity with all Awards and Agreements applicable to all College Staff with regards to payroll, taxation, superannuation and Workcover and other relevant legislation, and to ensure that appropriate records for these activities are kept.
- Oversee annual Census and Surveys
- Develop, maintain and implement relevant sections of the Staff Handbook.
- Ensure that all appropriate insurance cover is kept.
- Maintain appropriate registers of property, capital assets and other items and conduct annual physical inventories of assets.
- Negotiate and manage the implementation of Booklist and Uniform Contracts.
- Supervise and oversee the hire of College facilities by outside groups and others.

3.3 Property Services:
- To manage and oversee the maintenance of College buildings, grounds and equipment.
- Supervising all services provided by Maintenance, Cleaning and Canteen Staff.
- Project management of all capital works in conjunction with the Principal.
- Monitor all aspects of the College’s security and safety policies, including electronic security and external patrols.
- Ensure compliance with all legislative and regulatory requirements.

3.4 Personnel Management:
- Oversee and maintain all relevant staff records.
- Oversee the management and supervision of School Officers and Non-Teaching Staff.
- Manage and oversee contracts for personnel working in outsourced roles in Canteen, Cleaning and Maintenance.
- Advise the 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.
- Initiate and monitor processing of salaries; liaising with staff and the Principal in some personnel issues (usually related to remuneration and leave issues); ensuring all employees are paid at correct award rates.

3.5 Occupational Health and Safety:
- Liaise with the Principal and WH&S Representative to support the development and maintenance of a best practice WH&S culture within their workplace.
- Adhere to safe work practices.
- Encourage colleagues and others on the worksite to adhere to safe work practices.
- Comply with all relevant policies and procedures.
- Improve systems of work and safe work practices.
- Participate in relevant WH&S training programmes.
- Report hazards and unsafe workplace practices associated with the workplace to the Principal.
- Suggest improvements or recommend changes to avoid, eliminate or minimise workplace hazards.
- Report work related injuries and incidents in accordance with the Catholic Church Safety Manual.
- Participate in the investigation of potential hazards, dangerous occurrences, WH&S incidents and near misses in accord with the Catholic Church Safety Manual.
- Raise WH&S issues with the WH&S Representative and their work colleagues and assist with their resolution.
- Regularly discuss WH&S issues with other staff at staff meetings.
- Participate in workplace WH&S inspections/audits, and assisting in the maintenance of WH&S facilities, resources, equipment and information.
KEY SELECTION CRITERIA

The successful candidate will:

- Demonstrate an understanding, and commitment to, the Vision and Mission of the College and the Sisters of Mercy Core Values that underpin these;
- Demonstrate a high level of knowledge and expertise in the area of School Financial Management;
- Have a proven capacity to work independently and effectively in the face of changing priorities, deadlines and pressures;
- Have proven management skills;
- Demonstrate well developed interpersonal and communication skills and the ability to liaise and communicate effectively with others;
- Have the ability to work effectively as a team member;
- Demonstrate proficiency in the use of information and communication technologies;
- Demonstrate a commitment to ongoing Professional Learning;

This role description will be developed further in negotiation with the Principal to utilise the individual strengths and initiatives of the person appointed to the position

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<th>SPECIFICS OF THE POSITION</th>
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Useful Links: [http://mercy.edu.au/](http://mercy.edu.au/)
## NECESSARY SKILLS AND ATTRIBUTES

### SKILLS AND ATTRIBUTES | DETAILS
--- | ---
### TECHNICAL SKILLS

**Appropriate Qualifications**
- Qualified accountant and/or recognised business management qualification appropriate for role.

**Strong Business Acumen**
- Prior management experience in a business administration role in a secondary school or similar.
- Demonstrated capability in managing staff and base understanding of running and operating a business.

**Advanced computer skills using Excel, Word, Principal for Windows and recognised accounting programs**
- Demonstrated prior experience and competence with Microsoft suite of products including recognised accounting programs, suitable for managing school operations.

### INDIVIDUAL SKILLS

**Strategic Thinking**
Taking a macro view of the entire schools operation and understanding the future direction of the industry, determine the goals and challenges that face the school in the short term and long term.

**Achieving Results**
Establishes stretch performance goals for all areas of responsibility and strives to achieve them using quality processes and standards. Overcomes challenges in achieving goals.

**Managing People**
Understanding the strengths and areas requiring improvement of each direct report, effectively managing each team member to maximize their contribution to the business.

**Planning & Organising**
Takes time to understand the schools business requirements in the short and long term, managing time and resources effectively, in a controlled manner.

**Taking Ownership**
Takes responsibility for all tasks within position description and completes them to the standard expected. Willing to take action to address other issues or tasks, passing them over to other colleagues if necessary. Follows up to ensure all tasks and reasonable requests are actioned.

**Understanding the Operation**
Knowledge of job role and how it contributes to the success of the school. Aware of how the role and the output of the Business Office / Maintenance Department impacts on the workings of other departments and the success of the school.

**Attention to Detail**
Understands the importance of completing work and checking it, taking the time to ensure accuracy and correctness.

**Managing Time**
Manages self effectively to maximize the use of one’s time, planning the day to achieve set objectives.

**Communicating**
Communicates effectively, constantly keeping in mind the importance of the words used, how they are spoken i.e. the tone used, the importance of listening and non-verbal communication.

**Problem Solving & Decision Making**
Identifies problems, seeks information to understand the root cause of the problem, seeks the solutions to the problem and decides on the most effective solution. Implements and follows up to ensure problem is rectified.

**Process Improvement & Innovation**
Identify areas of improvement, taking responsibility to make positive change. Use new and creative ideas to make these improvements, adding value to the business as you work.