



# Saint Ignatius College Geelong Role Statement

## Business Manager

The Business Manager is directly responsible to the Principal for all financial and business matters, including the supervision of Education Support staff working in relevant office reception and account areas, ICT, OHS, Canteen, Risk and Compliance, Property and Maintenance, Finance and HR staff.

Financial Management

Property Management

Corporate Services

Governance

Personnel and Industrial Relations

OHS

Other responsibilities

### Financial Management

- To take responsibility for the management and day to day running of all accounts that are in the name of the school.
- To be aware and informed about, although not directly responsible for, accounts that are controlled by staff and parent groups.
- To set up appropriate accounting systems and procedures for the school including computing systems.
- To be responsible for collecting and accounting for all school fees and levies.
- To assist the Principal in all instances where fee reviews or discounts are to be applied.
- To be responsible for preparation and maintenance of salary and personnel records including superannuation, workcover, taxation and any other deductions.
- To prepare budgets for the appropriate school authorities and to provide these authorities with relevant financial data for management of the school, including borrowing, investments and loan applications.
- To raise approved loans and supervise debt servicing.



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- To prepare financial returns and statements for school authorities, the School Advisory Council, Melbourne Archdiocesan Catholic Schools (MACS) State and Commonwealth Governments (including monthly Business Activity Statements for Goods and Services Tax purposes)
- To provide for secure and regular banking and investing of all monies received for school accounts.
- To prepare, as directed, applications for capital grants.
- To employ appropriate audit procedures.
- To assist staff with the preparation of faculty budgets and in adhering to cash flow and ordering procedures therein.
- To be responsible for the management of scholarships and bursaries.
- To be Public Officer of SICG Pty Limited as trustee for the "Saint Ignatius College Geelong Bursary Trust".

### Property Management

- In accordance with school policy, to maintain and develop school facilities, including liaison with the parent association and maintenance sub-committee.
- To be accountable for the property management responsibilities undertaken by the Facilities Team.

### Corporate Services

- To produce a Business Services Strategic Plan and Annual Action Plans.
- Contribute to the Saint Ignatius College Strategic Plan.
- To liaise with the staff Health and Safety Representative/s to ensure the school meets all requirements.
- To secure school property and ensure adequate fire protection.
- To insure school property and conduct periodic reviews of policies.
- To ensure the school has appropriate public liability insurance and other necessary insurance.
- To negotiate and supervise contracts.



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- To prepare appropriate documentation for and liaise with builders, architects, MACS and other consultants on major capital works.
- Manage all aspects of the College's security and safety policies, including electronic security, external patrols, door keys, gates and fences.
- To establish appropriate procedures to be followed by all staff for ordering and receipt of goods.
- To develop and maintain an asset register.

#### Governance

- To deliver and manage Business Operations information and requirements according to MACS reports.
- Member of the School Advisory Council (SAC).
- Convener of the SAC Finance sub-committee.

#### Personnel and Industrial Relations

- To supervise, motivate and support administrative staff, and other Education Support staff working in relevant office reception and account areas, ICT, Canteen, Risk and Compliance, Property and Maintenance, Finance and HR staff.
- To manage applications for leave entitlements and to maintain related staff records.
- To consult with the Principal on industrial matters and to maintain up to date and appropriate records of Industrial Awards, Agreements pertaining to all those employed with the College.
- To liaise, as required by the Principal, on industrial matters with MACS IR.
- To interview and recommend appointment of ancillary staff as required by the Principal.
- Responsible for the Annual Reviews of Educational Support Staff.
- To act as Return to Work Coordinator in any Workcover cases.



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#### OHS

- Oversee the Complispace policy platform.
- Adhere to, and implement safe work practices and procedures in accordance with the College policies.
- Work safely and report any hazards in accordance with school procedures.
- Monitor and take full care of the health and safety of others.
- Participate in the resolution of safety issues.

#### Other Responsibilities

- To maintain a current student register.
- To provide information to the Principal on relevant legal matters.
- To advise the Principal on initiatives likely to lead to the betterment of the school and its facilities.
- To participate in or initiate fundraising activities.
- To complete various returns for MACS, State and Commonwealth Governments and other central authorities.
- To be active in relevant school and professional associations keeping abreast of current trends, ideas and practices through in-service courses, formal study and broad reading.
- Attend College events outside of school hours as requested by the Principal;
- Develop good relationships with parent support groups set up by the College;
- To convene and manage the Staff Social Committee (subject to a review).
- Complete compliance returns.
- Provide corporate services, including compliance to statutes, contract management, maintenance of policies, practices and procedures.
- Management and support of staff who report to the Business Manager including regular meetings with these staff.
- To keep abreast of current business practices.



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- To be active in the overall life of the school as an administrator and staff member.
- Other duties as directed by the Principal.

### Personal Attributes

- Support of the Vision and Mission and Ethos and Identity of the College as a Catholic College;
- Loyalty, trustworthiness, dependability and reliability;
- Flexibility, patience and resilience will be key personal attributes particularly in stressful situations;
- Compassion, objectivity and clarity when handling difficult situations;
- High-level collaboration skills and accepting accountability when making decisions;
- Ability to seek support and clarification including when handling sensitive situations and information;
- Enthusiasm about working with young people in an educational setting.

### Skills & Capabilities

- Show the capacity to provide leadership that is characterised by a desire for continuous improvement;
- Have a proven capacity to work independently and effectively in the face of changing priorities, deadlines and pressures particularly those associated with the development of a growing College.
- Have a proven management record in an educational setting;
- Demonstrate well developed interpersonal and communication skills and the ability to liaise and communicate effectively with others;
- Willingness to undertake all roles associated with the financial management of the College with the knowledge that additional support will be provided as the College grows;
- Have the ability to work effectively as a team member;



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- Demonstrate proficiency in the use of information and communication technologies;
- Demonstrate a commitment to ongoing Professional Learning;
- Demonstrate knowledge and expertise in the area of School Financial Management.