



Emmaus Christian School

POSITION OF BUSINESS MANAGER

Emmaus Christian School Canberra is a fast-growing P-10 school in the leafy suburb of Dickson in Canberra. It is a co-educational school with over 470 students on one campus. Starting in Term 3, 2020, an exciting opportunity exists to be appointed as the School's new Business Manager





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[School Prospectus](#)



Position Description – Business Manager

1. FTE

FTE: 1.0

8:30am – 4:30pm Mon- Fri, 48 weeks p/a

2. Purpose of the Position

The Business Manager will take the lead in all aspects of financial strategy and management, seeking to ensure the long-term vitality of the School and to maintain and update robust structures to monitor performance and reduce risk. The Business Manager will work closely with the Principal enabling the School Board to adhere to the Strategic Priorities of the School ensuring future growth, sustainability and compliance.

The Business Manager will work with several key staff, including all members of the Finance Committee, the Executive Team and the School staff consistent with the School Core Values.

3. Reporting Relationships

3.1. Reports to Principal

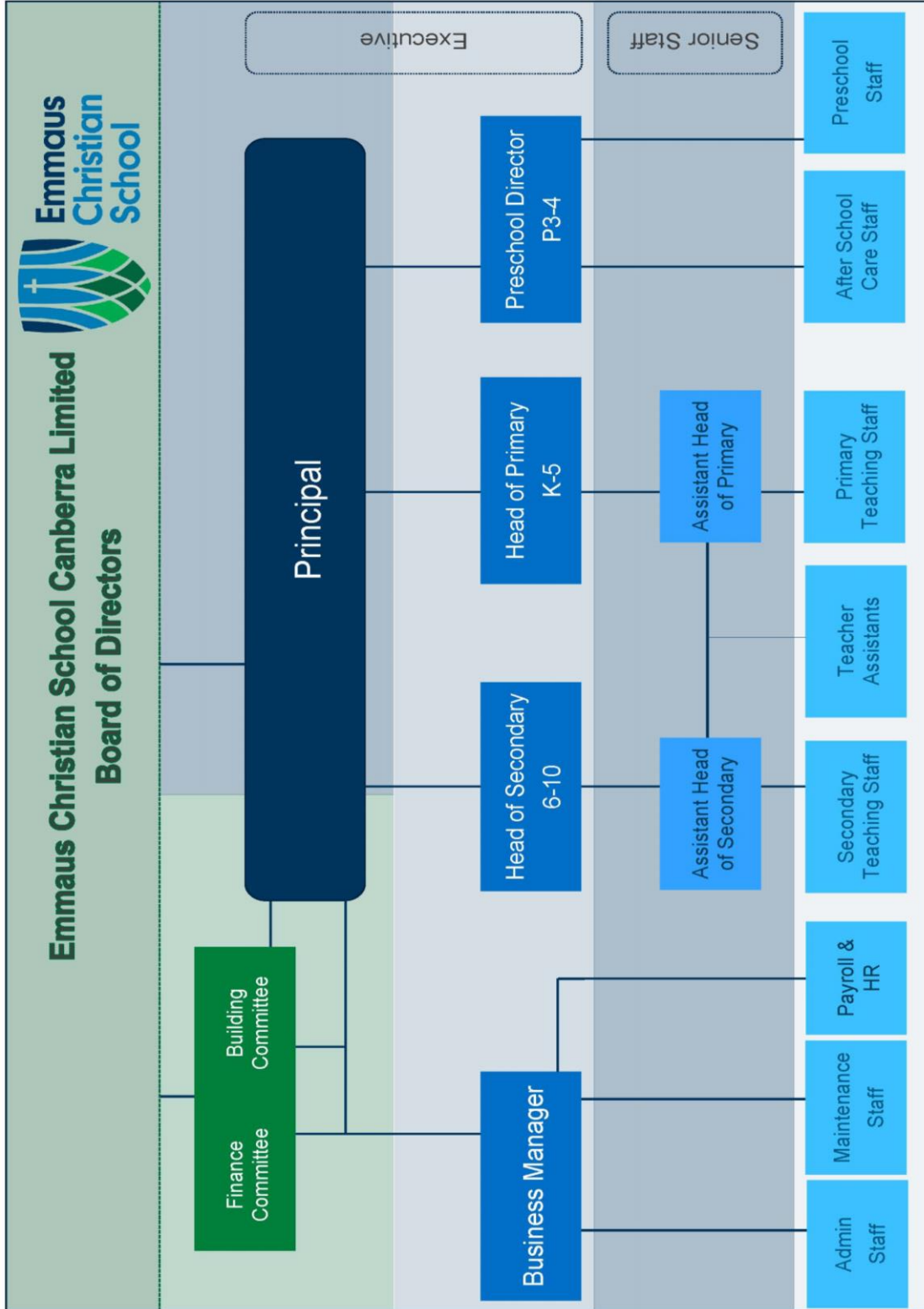
3.2. Line Manager to:

- Property Manager
- Admin & Accounts Manager
- HR Administrator & Payroll Officer
- Canteen Operators (if/when applicable)
- Uniform Shop Coordinator
- ICT Managed Services Operator

3.3. Other key (non-reporting) relationships:

- Heads of School
- Assistant Heads of School
- Preschool Director
- Executive Assistant
- ICT Managed Services

4. School Structure





5. Responsibilities

5.1. Demonstrated commitment to:

- a faithful walk with the Lord Jesus Christ and membership of an evangelical Christian church;
- the School's vision, core values and strategic priorities;
- a growing understanding of the place of education, teaching and learning within a Biblical view of the world;
- setting an example to students, staff and parents/carers in matters of faith and conduct.

5.2. Accountable for:

- The Business Manager will be accountable for all accounting and financial matters, including, but not limited to:
 - Financial performance and ensuring the School remains financially viable
 - Identification and management of financial risks
 - Financial planning and record-keeping
 - Financial reporting to various government departments and ensuring that all statutory and tax obligations are met
 - Oversees all company accounting practices, including accounting departments, preparing budgets, financial reports, tax and audit functions
 - Directs financial strategy, planning and forecasts, conferring with the Principal
 - Monitor investments
 - Studies, analyses and reports on trends, opportunities and projection of future growth

5.3. Specific Responsibilities

- The role consists of several specific responsibilities that rest with the Business Manager. These include the following areas:

5.3.1. Financial Management and Reporting

- Monitor rigorously the School's cash flow and ensure the integrity of funds
- Maintain long-term financial outlook in line with the School's strategic plan
- Prepare financial forecasts for future growth of the School
- Preparation of monthly financial reports to the Board including KPI reporting as needed
- Maintain the School's asset register and perform risk assessments on plant and new purchases made by the School
- Oversee and manage the integrity of debtors and billing processes
- Obtain competitive quotations for major equipment needs
- Ensure sound procedures for record-keeping and maintaining of all official School records
- Preparation of annual financial statements and compliance with financial regulations and standards
- Preparation of budget in consultation with relevant stake holders, including detailed information on all income, salaries and capital expenditure



- Understand and advise the Principal on Federal and State Govt funding issues
- Work within budget parameters
- Be an Authorised Bank Signatory along with the Principal
- Maintain authorisations for the bank, MyGOV and other providers
- Oversee all Xero-related operations
- Act as liaison person with the bank which includes authorised persons as arranged with the Principal
- Prepare recommendations and supporting data to assist the Board in setting school fees
- Monitor debtors and contact the debtors who have regular lapses in payments
- Review, develop and monitor the integrity of internal controls
- Administer any applications for support due to financial hardship to the Finance Committee and administer subsequent approved fee relief.
- Make decisions within legal parameters around GST treatment of transactions in line with ATO and other regulatory bodies
- Organise and manage the annual School audit, ensuring all required documents and information is available for the auditors, including detailed spreadsheets on all aspects of the School's financial operation
- Manage insurance for the School including timely completion of the annual insurance questionnaire and lodgement of insurance claims as required
- Ensure that adequate insurance policies are in place and that all risks are identified and that the School is adequately covered
- Arrange a five yearly, or more if warranted, valuation of School buildings, contents and properties
- Review all insurance and cover required annually
- Process and report (to the Principal) insurance claims

5.3.2. Compliance

- Ensure that the regulatory requirements are completed by the due dates:
- Oversee PAYG compliance
- Reconciliation and preparation of monthly superannuation lodgements
- Reconciliation of leave accruals in collaboration with the Payroll Officer
- Preparation and submission of quarterly BAS returns for the ATO
- Preparation and submission of annual FBT return to ATO including auditing of same before submission
- Prepare and lodge Interest Subsidy Claims if/when appropriate
- Manage all Grant applications including but not limited to, BGA, BSK, Sport, Chaplaincy, Fresh Tastes, ...
- Preparation and submission of the annual Financial Questionnaire
- Preparation and submission of the Commonwealth Census annually
- Annual reporting to the ACNC
- Supply data for and oversee Census and other Government returns/submissions
- Preparation and submission of the annual FQ
- Maintain currency with ACECQA and NQF requirements
- Play an active role in the management of School policies
- Schedule and manage policy review and ensure policies are current



5.3.3. Payroll Oversight

- Monitor the integrity of the payroll system and oversight of the Payroll Officer including being a backup to the Payroll Officer
- Review and authorise fortnightly payroll
- Collaborate with the with the Payroll Officer, Executive Assistant and appropriate Line Managers to ensure the accuracy of employee contracts and interpretations of the various Awards and MEAs in collaboration
- Oversee leave entitlement inclusion in fortnightly payroll

5.3.4. Human Resources Administration

- Provide an advisory service for a diverse range of human resource management issues, including employee relations, interpretation of awards and agreements governing salaries and wage rates, benefits and conditions of services, payroll anomalies and associated activities.
- Facilitate, communicate and collaborate with all relevant stakeholders including the Principal in the MEA administration processes for Teaching and General staff
- Lead and manage the performance and development of General staff providing support and their ongoing professional learning in a diverse-skilled team environment
- Engage with the Principal, Deputy Principal Primary, Deputy Principal Secondary and Deputy Principal Teaching and Learning on the annual planning for staffing the School
- Develop and maintain job descriptions in consultation with relevant line managers

5.3.5. Capital Projects

- Collaborate with the Principal in relation to the financial management of building projects in line with the Master Plan and Building Committee directions

5.3.6. Prepare and lodge applications for Block Grant funding

- Coordinate with Project Management consultants and/or architects on all capital and infrastructure projects.
- Coordinate contracts for major work development, small capital projects, and the purchase of new equipment in consultation with the Principal
- Participate in the development of School buildings and facilities
- Engage in projects to ensure that the project is completed on time, within budget, to specification and the required quality
- Develop a budget and contingency plan for building projects
- Document and report on all variations following a permissions process

5.3.7. Auxiliary Services

- Oversight of the School Uniform Shop (if operating) and all aspects of its operation
- Supervision of the School Canteen (if operating) and all aspects of its operation
- Oversight of the auxiliary services and various external providers or related programs



5.3.8. Work Health and Safety

- Prepare and monitor the Work Health and Safety (WH&S) Plan
- Manage the WH&S audit process
- Chair the WH&S Committee
- Oversee all contractor inductions and child safety procedures

5.3.9. OTHER DUTIES

- Additional tasks requested by the Principal within the scope of the role are fulfilled accurately and in time frames requested
- Attend School events, staff meetings, devotions, prayer meetings and other School functions as directed by the Principal
- The Business Manager will be a member of the following teams and committees:
 - Executive (Leadership Team)
 - Board Finance Committee
 - Board Building Committee
 - Board Audit and Risk Committee
 - Work Health and Safety Committee
 - ICT Strategic Management Group

6. Support to School

- Providing support to the School Board, Principal and Executive
- Contributing to the strategic direction of the School
- Attend meetings where required
- Working collaboratively with the Executive
- Display skill and compassion in dealing with parents/carers in matters of concern, i.e. fees
- Demonstrate high levels of skill in listening, negotiation, mediation and conflict resolution
- Support staff in their effort to implement teaching and learning programs
- Display a spirit of hospitality and welcome within the School

7. Agreement

- This job description is intended to describe the general nature and responsibility of work in this job. These statements are not constructed as an exhaustive list of all duties, tasks and skills required for this job.
- Employees will also be required to follow any other job-related instructions and School policies, and to perform other job-related duties requested by the Line Manager (Principal) to support the School's compliance with legislative obligations.
- The Line Manager may, in consultation with the employee vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.
- This position will undergo an annual or biannual performance review.



8. Selection Criteria

- Applicants are required to address the following selection criteria and provide examples that demonstrate their ability to perform the duties of a Business Manager in a large independent school underpinned by a commitment to a Biblical Worldview.

8.1. Essential Criteria

- Regular attendance at a Christian Church and demonstrated faith and lifestyle commitment. Church involvement and dates of attending current Church
- Possess strong knowledge of the independent education sector with previous experience in an independent school or for at least five years at a senior business management level
- Tertiary qualifications - Have a relevant bachelor's degree and a CA or CPA and demonstrate commitment to professional development and learning, membership of ASBA or eligible to become a member
- Demonstrate up-to-date knowledge of current financial and accounting practices, processes, and accounting standards
- Possess highly developed decision making, analytical, strategic, problem solving, verbal and written skills. Have strong organisational and time management skills, with an ability to prioritise tasks, meet prescribed deadlines, and manage competing tasks concurrently
- Possess outstanding interpersonal and communication skills, with demonstrated ability to build rapport and interact effectively at all levels of the organisation, internally and externally – underpinned by patience, active listening and compassion
- Ability to work cooperatively, collaboratively with team members, other teams and other staff including those from a non-financial background. Lead the Finance team effectively, establishing strong relationships built on trust and confidence in their leader
- Provide confirmation that you are not an undischarged Bankrupt under the Bankruptcy Act 1966; and you have not been banned from ASIC or banned by a court for managing corporations under the Corporations Act 2001; and you have not been convicted of fraud or any offence related to dishonesty; and that you have a Working with Children Check (or are eligible to obtain one prior to commencement)
- Experience in WH&S and risk management which includes an up to date and working knowledge of local, state and Commonwealth regulations and the ability to inform the Executive accordingly
- Manage contracts, licenses and agreements (inclusive of MEAs) ensuring these are current, accurate, negotiable and in the best interests of the School

8.2. Desirable Criteria

- Experience in governance, with Company Secretary experience, including minute taking, acting as Company Public Officer
- Experience in performance management implementation
- Experience working in a Kindergarten to Year 12 school environment



9. Remuneration and Conditions

- This is a fixed term 5-year contract position, with a probation period of 6 months, with an annual performance review
- An appropriate remuneration package will be determined by the Board and the Principal and discussed with the preferred candidate
- Given the seniority of this role, the expectations are that the Business Manager will work the hours required to fulfil the requirements of the position and be flexible in responding to additional needs including out of hours meetings
- The Business Manager will be supported in participation in and contribution to, professional and industry associations including ASBA, AIS ACT, CEN, CEN Hub and CSA's Staff Relation Services
- Commencement in Term 3 and relocation allowance can be negotiated

10. Further Information

- If you require further information or have any questions regarding your application, your query should be directed in the first instance to: Mr Erik Hofsink, Principal; M 0419 138 416 or E erikh@emmaus.act.edu.au

11. Application Process

- Applications for the position of Business Manager at Emmaus Christian School Canberra should include the following:
 - A Resume/CV;
 - A Cover Letter
 - A statement addressing the selection criteria (max 4 x A4 pages f/size 12)
 - A completed Emmaus Application Form.
 - A current Working with Vulnerable People Card or ability to obtain one
 - First Aid credential or ability to obtain commencement

12. Closing Date

- The closing date for the position is Friday, 31 July 2020, 4.00pm (AEST)
- Applications should be sent (electronic only) marked Private and Confidential to:
Mr Erik Hofsink
Principal
Emmaus Christian School Canberra Ltd.
bmapPLICATIONS@emmaus.act.edu.au

13. Selection Process

- Following the close of applications, a Selection Panel chaired by the Principal will consider all applications and prepare a short list of candidates for interview
- You will be contacted and informed if your application has progressed