



Courage in Wisdom | Hope in Love

Job Description

Title:	Executive Business Manager
Reports to:	Principal
Contract / Award:	Individual Contract
FTE:	FTE 1.0
Employment Type:	Permanent Full Time

Position Summary

The Executive Business Manager reports to the College Principal with respect to the overall duty statement, as well as to the Board with respect to Operational management and financial (together with the Finance Analyst as appropriate) management and reporting. Aspects of this duty statement are delegated to other staff but remain the responsibility of the Executive Business Manager.

Job Description

Guiding Principles for Management at South Coast Baptist College:

- Uphold the Aims and Objectives of the College, working cooperatively with the Principal to achieve these objectives.
- Provide stability and plan for change.
- Be both conservative and bold.
- Ensure value for money and high quality.
- Maximise consistency of control and facilitate creative autonomy.
- Plan for the future and meet short term needs.
- Exercise methodical planning and accommodate opportunity.
- Share responsibility for promoting the vision, ethos, progress and aims of the K-12 College
- Effectively manage and provide leadership to operational and educational staff through periods of change.
- Offer professional leadership to all staff and work collegially as a team member within the College Executive Team.
- Provide the College Principal with regular briefings relating to the duty statement.
- Provide leadership to committees and working parties within the College as delegated by the Principal.
- Develop, disseminate and implement policies and procedures as required.
- Attend designated after-College-hours events, associated business events with local providers (eg: Business breakfasts representing the College, ASBA events etc), activities and functions, check that all staff and students have safely left the campus together with other members of Leadership .
- Assist the College Principal to prepare reports and submissions for the Board of Directors and other bodies as required.
- Maintain an accurate Asset Register.

Financial Management:

- Responsible with the Finance Analyst and Principal for the financial management of the College.



- Work with the Finance Analyst on the annual budget in close consultation with the Principal, with the Principal setting priorities and directions.
- Responsible for ensuring that all reporting requirements and deadlines are met.
- Prepare government reports and submissions.
- Ensure that the College is compliant with all government regulations and legal matters which are within the scope of the duties of the Business Manager.
- Report on financial matters in consultation with the Finance Analyst, to the Principal and the Board of Directors.
- Negotiate loans and financial arrangements.
- Prepare documentation and recommendations to the Principal for allocation of the annual discretionary capital budget.
- Liaise with relevant government authorities and departments and other funding bodies regarding applications for grants, loans and payments.
- Ensure statistical and financial returns for regulatory bodies (eg AISWA) are accurately completed and returned in a timely manner.
- Undertake financial analysis, feasibility studies and financial modelling as requested by the Principal and the Board of Directors and in consultation with the Finance Analyst.
- Line Manager to Managers/staff with duties relating to Operations, ICT, Information Systems, Maintenance and Capital Projects .
- Development and maintenance of the administration computer software including both hardware and software in consultation with the Principal. Oversee arrangements for hardware service contracts and software licenses is included.
- Recommend constant improvement in accounting and administration systems and software including collaboration on the development of Accounting Policies and Procedures Manual.

Human Resources and Payroll Activities:

- Liaising with the HR Manager regarding, payroll, employee contract management and IR related policies and issues.
- Collaborate with the HR Manager to ensure fortnightly payment of all salaries including review of payroll.
- Ensuring compliance with current Awards, Agreements, pay conditions and other employment requirements including Working With Children Checks.
- Collaborate with the HR Manager to ensure compliance with fortnightly PAYG Withholding tax, superannuation and other deduction obligations.
- Collaborate with the HR Manager where appropriate about aspects of Salary Packaging including deeds, FBT and ITCs etc.
- Managing workers compensation insurance returns, claims and renewals.
- Management and supervision of all Managers under this portfolio.
- Assisting the Principal with the appointment, overseeing and review of staff when required and as appropriate to this duty statement.

Procurement:

- Seeking out competitive tenders for procurement of requirements and advising the Principal on the best tenders.

Records Management:

- Ensuring appropriate systems are in place (of all types).



- Ensuring that proper administration records are kept including:
 - Fixed Asset Register.
 - Taxation and other statutory records.
 - General Accounting and Financial information.
 - Copyright records.
 - Taxation and other statutory records.
 - Financial and business records .
 - Responsible for implementing and monitoring compliance with Privacy Laws.

Liaison with External Bodies:

- Being familiar with Commonwealth and State Recurrent funding system including being up to date with any proposed changes in funding arrangements and plan accordingly in relation to the status of the College.
- Being familiar with Commonwealth Government Capital Grant schemes and other relevant schemes available to assist Colleges from time to time.
- Providing information to assist in the completion of statistical and financial returns for regulatory bodies, such as Commonwealth/State Department of Education, Capital Grant Authority, State Interest Subsidy.
- Collaborate on preparation of Commonwealth Financial Questionnaires.
- Manage with the Principal Commonwealth and State Census submissions.
- Liaison with banks, insurers and other key external suppliers of the College.
- Liaison with AISWA and other relevant associations and regulatory bodies.
- Ensure all staff understand and observe copyright law requirements, in conjunction with the ICT Manager.
- Maintain required copyright records.
- Undertake regular risk management audits and analyses.
- Arrange biennial reviews of the replacement cost of buildings and contents.

Statutory:

- Management and advice in respect of overall statutory and regulatory issues.
- Responsible with the Senior Accountant and Finance Analyst, for Annual Financial Audits and other College Audits that may arise from time to time.

Property, Security, and Cleaning Management:

- Overall management of College facilities and physical resources.
- Management of building development and property maintenance and repairs.
- Management of College OH&S compliance requirements.
- Management of College's insurances including returns, claims, reviews and adequacy of cover.
- Management and maintenance of Contracts, including but not exclusive to:
 - Security
 - Electrical
 - Cleaning – whether in house or outsourced
 - Emergency/Evacuation training and procedures
 - Other
- Monitor, attend and manage security or emergency call outs.
- Management and Coordination of any College Contractors.



- Manage and work closely with Maintenance and grounds staff to ensure tickets are prioritized and addressed in a timely manner.

Information Technology Management:

- Overall management of College IT infrastructure and resources in conjunction with the IT Manager.
- Management of IT master plan development and IT maintenance and repairs.
- Management of College software licensing requirements.

Project Management, Planned Maintenance & Compliance:

Project Management (including delegation) will be an essential part of this position, not exclusive to, but including:

- Various Stages of Development of the College's Master Plan in consultation with the Principal.
- Planned Maintenance eg. Current building maintenance.
- Building Projects (Large and Small).
- SCBC enterprise initiatives (eg. Establishing, developing and/or acquiring new Colleges).
- Compliance and Risk Management where appropriate to this duty statement.
- Ensure that the assets, property, equipment and facilities of the College are of excellent standard, facilitating the effective delivery of the educational program of the College.
- Ensure that College property and grounds are maintained and improved at an exemplary standard.
- Management of the use of College facilities, liaising with all stakeholders and users.
- Manage the tender process for maintenance and purchase of all assets, equipment and resources.
- Develop and maintain a preventative maintenance program for all buildings and grounds, furnishings and equipment, plant and machinery, motor vehicles, photocopiers, information technology and communications equipment.
- Develop and maintain a systematic replacement or refurbishment program for all buildings and grounds, furnishings and equipment, plant and machinery, motor vehicles, photocopiers, information technology and communications equipment.
- Preparation with the Leadership team of College facilities for major functions including Graduation events, reunions, parent events etc.
- Plan and oversee with the subcommittees the capital development of the College.
- Work with and line manage the Project Manager for capital works programs.
- Plan and supervise refurbishments and minor capital developments.
- Responsible for traffic and pedestrian management.

Professional Development:

- Undertake appropriate professional development approved by the Principal.

Involvement in the Life of the College:

Involvement in the life of the College at the discretion of the Principal:

- Close involvement with and support of parents.
- Involvement and attendance to College events.
- Support of staff.
- Where appropriate, interaction with students.



Trading Management:

Management and coordination of the College's in-house trading departments and any external trading partners, including but not exclusive to:

- Canteen
- Uniform Shop
- Gymnastics Programs
- Football Programs
- other Academy initiatives

Other Duties:

Perform additional duties as assigned by the Principal.

Selection Criteria

- Knowledge of and understanding of the strategic issues, operational functions and culture of an Independent Christian College.
- Membership of appropriate professional bodies (ie: CPA, CA)
- Appropriate qualifications and experience.
- Highly motivated and committed to team work, able to work cooperatively.
- Higher order communication and interpersonal skills including, conflict resolution, negotiation skills, confidentiality and human resource management skills.
- Superior organizational skills, including ability to meet deadlines.
- Committed, energetic and keen to exceed expectations.
- Proactive, diligent, flexible, embraces change.
- Excellent ICT skills as applied to accountancy, finance, business, education and administration.
- Strong financial management skills.
- Understanding of modern office organisation and business practices.
- Ability to work effectively under pressure, to set priorities and to multi-task.
- Ability to make difficult and unpopular decisions if required.
- High level of business acumen and professionalism.
- The ability to gain and maintain the respect and goodwill of staff, students and parents.
- Ability to network with business associates maintaining congenial and productive relationships

General Requirements

- To have a personal faith and commitment to the Lord Jesus Christ.
- To actively be a part of a Church or Christian community and exemplify Christian beliefs, behaviour and practices.
- To accept the College's Statement of Faith.
- Build co-operative and supportive relationships with the board, principal, staff, students and parents.
- Work to ensure personal best practice.
- Ensure that decision making is based on fact and is impartial and fair.
- Model the use of appropriate and proper channels of communication.
- Always act in the best interest of the College and its ethos.
- Working With Children Card.



- Contribute to a safe and healthy workplace by:
 - Following OH&S instructions and policies
 - Reporting accidents and hazards
 - Generally caring for own safety and that of others, including volunteers, students, and parents.
 - First Aid certificate is desirable.

Other Matters

It should be noted that, while detailed, this job description is not exhaustive and you will be expected to perform different tasks as necessitated by your changing role within the organisation and overall business objectives of the organisation. The Principal may at their discretion, and in discussion with the Executive Business Manager, vary the responsibilities of the Executive Business Manager as required.

Position Held By:	
Signed:	
Date:	