



St Norbert  
College

## BUSINESS MANAGER ROLE DESCRIPTION

St Norbert College is an independent Catholic Secondary College influenced by the ethos of the Norbertine Order. It is the vision of St Norbert College to create a Christian community, which lives the Gospel values, offers a nurturing and inclusive school life for young people, and where our staff provide an education which fosters the growth of our students pastorally, academically, socially and spiritually and equips them with the means for life-long learning.

The Business Manager is appointed by the Norbertine Canons Incorporated (employing Authority) through the Prior.

To be successful in this role you will be a supportive and active contributor towards the realisation of our vision, playing an important part in the culture of the College and the future of our students.

### RESPONSIBILITIES

The Business Manager is accountable for a range of financial and operational services which include responsibility for financial management and business systems, budgets, capital development and maintenance of plant and equipment, investment strategy and financial risk management.

### ESSENTIAL CRITERIA FOR THIS ROLE INCLUDE

- Be supportive of the Catholic and Norbertine ethos of the College.
- Be willing to contribute and participate in Co-Curricular activities.
- Hold a current Department of Education Police Clearance and a Working with Children Check.
- Work towards meeting accreditation requirements.
- Abide by the guidelines contained in the St Norbert College Code of Conduct.
- Undertake Mandatory Reporting training (CPPMR) and maintain annually.
- Exhibit exemplary leadership and management skills.
- Display high levels of time management and organisational skills.
- Be well organised, loyal, honest, discreet, calm and a competent leader with a strong sense of community service
- Possess excellent interpersonal and written and verbal communication skills and experience to adapt people style and approach as appropriate.
- Achievement of an appropriate tertiary qualification in accounting or finance.

### DESIRABLE CRITERIA FOR THIS ROLE INCLUDE

- Membership of CPA Australia or Chartered Accountants Australia.
- More than two years successful experience in a comparable role.

## DUTIES

### Financial Planning and Management

- Develop, monitor and report on short and long term financial plans and assist with other planning.
- Be responsible for preparing, monitoring and reporting the annual College budget. Includes liaison with and support and monitoring of staff with specific budget responsibilities to ensure adequate control of all expenditure.
- Manage and control the financial operation of the College on a day-to-day basis in all its aspects including cash receipting and handling, accounts payable, capital purchasing and cash flow.
- Prepare and present monthly financial reports, annual financial statements and statutory returns to appropriate audit standards and arrange the annual audit within the prescribed time.
- Be responsible for all aspects of loans, grants, banking requirements and investment of funds including liaison with relevant financial institutions and government departments.
- Manage and control all aspects of fee collection including the development of good relationships with parents with regard to general financial information and dealing with individual account problems and overdue accounts in a timely manner and in accordance with College policy.
- To be responsible for all taxation issues relevant to the College including management of the Goods and Services Tax, Fringe Benefits Tax and all group employer issues.
- To regularly review contracting and purchasing arrangements and all areas of expenditure to ensure the minimising of costs and the maximising of benefits in the financial operation of the College.

### Human Resources/Personnel Management

- Responsible for the total payroll function including management of leave entitlements, taxation requirements, superannuation, workers compensation, salary packaging and interpreting all relevant awards and agreements, and to liaise with staff concerning the same.
- Responsible for the personnel management of non-teaching staff ensuring staff have a clear understanding of their roles and responsibilities and the necessary skills to carry out their duties, and to carry out performance/salary reviews when required.

### Facilities Management

- To assist in the capital master-planning of the College, including land acquisition and management, major and minor capital works and the management and supervision of the same.
- To be responsible for all matters concerning maintenance, upkeep and security of the College property (buildings, grounds, equipment, vehicles), including conducting regular property inspections.
- To be responsible for occupational health and safety issues and regulatory requirements.

### Governance and Legal

- To provide advice and support on matters relating to governance, contractual and legal matters relating to the management of the College.
- To ensure all staff understand and observe copyright and licencing requirements.
- To be acquainted with government regulations and legislation affecting the College.

### Other Duties

- To attend meetings of the College Advisory Board as an ex-officio member and present financial reports and other information as required.
- To oversee the management of the College computer network.
- To oversee the College Canteen and Uniform Shop including monitoring of finances and providing relevant support to the operators.
- To review insurances on an annual basis, to ensure the College is adequately covered at all times, to arrange ad hoc insurance as required, to process all insurance claims and to liaise with staff and other interested parties regarding insurance matters.
- To co-ordinate the use of College facilities and equipment by outside organisations.
- To be a member of any committees related to the responsibilities of the position and to attend meetings of the same.
- Any other duties as necessary to ensure the effective and efficient functioning of the business of the College or as required by the Principal or Prior.

## **TERMS OF APPOINTMENT**

- a) A 3-year initial appointment period,
- b) 4-year appointment at the end of (a) subject to satisfactory performance,
- c) A further 3-year appointment at the end of (b) subject to satisfactory performance, the position to be advertised at the end of (c),
- d) the period of notice for resignation will be a minimum of not less than 3 (three) months.

## **SALARY AND CONDITIONS**

- Deputy Principal Category 6
- Hours 8.00am to 4.00pm Monday to Friday, 46 weeks per annum plus 6 weeks annual leave, inclusive of two weeks over the Christmas/New Year period.
- Tenure – ongoing.

## **LINE OF RESPONSIBILITY**

Reports to: Prior, Principal

Line Manager for: Non-Teaching Staff