



Role Description Business Manager

Position Summary

The Business Manager is directly responsible to the Principal, and ultimately to the College Board and Catholic Education Tasmania's (CET) Resource & Sustainability Committee, for the stewardship, management, development and security of the financial and physical resources of Marist Regional College and for the leadership and management of staff in non-teaching positions.

As the most senior non-teaching position within the Marist Regional College management structure, the Business Manager is an integral member of the College Leadership Team with specific responsibility, at both a strategic and operational level, for finance, WHS, property, administration and management, as well as a collaborative responsibility, shared with the entire Leadership Team, to ensure that Marist Regional College is, in every respect, positioned to be an ongoing provider of high quality Catholic education.

This full time role is classified at Business Services Level 7 of the Tasmanian Catholic Education Agreement 2018.

Accountability

All positions within the College will support the Mission and Vision of Marist Regional College and interacting with our colleagues, schools and the community requires all employees to promote and support the Catholic ethos.

Therefore, it is expected that all duties undertaken during employment at MRC will:

- be consistent with Catholic ethos, College Mission, Vision, Values and Identity
- be conducted in accordance with MRC Values, policies and the ethos
- promote the Catholic ethos and identity in all dealings within and on behalf of MRC

Authority

Reporting directly to and on the direction of the Principal, the Business Manager has direct managerial responsibility for the College's financial management, WHS, property and maintenance and general administration as well as overall responsibility for all non-teaching aspects of College operations.

Key Relationships

<i>Internal</i>	Principal, Teachers, Leadership Team and non-teaching staff.
<i>External</i>	Parents, visitors, contractors, local businesses and community members, Catholic Education Tasmania and Government Departments.

Work Health & Safety

This Position is classified as an **'Officer'** under the Work Health & Safety Act Tas. 2012, and the employee is responsible to undertake duties specified as **'Officer'** for the purpose of this Act.

In addition, all employees of MRC are required to:

- Cooperate with the College in relation to activities taken by MRC to comply with WHS legislation;
- comply with the Work Health & Safety Act Tas. 2012;
- adopt work practices that support WHS programs;
- take reasonable care for their own health and safety and the health and safety of other people who may be affected by their conduct in the workplace;
- seek guidance for all new or modified work procedures;
- ensure that any hazardous conditions, near misses and injuries are reported immediately;
- participate in meetings, training and other environment, health and safety activities where required;
- not willfully place at risk the health or safety of any person in the work place;
- not willfully or recklessly interfere with or misuse anything provided in the interest of environment, health and safety or welfare.

Tasks & Responsibilities

Tasks involved in this position include, but are not limited to:

Financial Management & Reporting

- Oversee the College's annual operating and capital budget preparation, in consultation with the Principal and Accountant.
- Reviews actual performance against budget with the College Accountant on an ongoing basis and work with faculty and departmental heads to ensure budget adherence.
- Monitor and review expenditure effectiveness and efficiency across the College.
- Prepare longer term financial models for the College, including cash flow projections and viability analysis.
- Ensure the ongoing financial security of the College, including the establishment and maintenance of adequate provisions for future liabilities, including consistency with the College's Building Master Plan
- Manage cash flows.
- Manage the College investment and loan portfolios, including managing relationships with the Catholic Development Fund.
- Manage and maintain the College insurance portfolio to ensure appropriate coverage is in place for all aspects of operations, facilities and risks.
- Assist the Principal with the delivery of the College's Building Master Plan.
- Prepare and/or assist with submissions for funding grants.
- Manage the allocation and accountability for grant monies received.
- Provide considered and researched advice to the Principal on the quantum of school fees and charges.
- Oversee school fee invoicing policy and processes.
- In conjunction with the Principal oversee the fee assistance/relief application process.
- Manage debtor and collections processes, including working with families, solicitors and debt collection agencies.
- Implement and maintain robust internal controls including an appropriate internal audit process to ensure accountability and transparency of all financial transactions.
- In conjunction with the Accountant manage an effective external audit program.
- Function as an effective leader on the Finance sub-committee of the College Board.
- Prepare annual financial statements with the College Accountant and in accordance with Australian Accounting Standards and regulatory body reporting requirements.
- Present audited annual financial statements to the College Board and Resource and Sustainability Committee of CET.

- Review and present monthly financial reports to the College Board.
- Oversee all aspects of an effective and efficient accounting system.
- Oversee accounts payable & receivable functions.
- Oversee payroll processes.
- Oversee workers compensation claims management.
- Prepare and/or oversee the accurate and timely preparation of statistical and census returns required by various regulatory bodies (CET, ABS, DEST, DEEWR etc.).
- Oversee the financial and contractual operation of the College canteen.
- Oversee the operation of the College Uniform Shop, in consultation with the Uniform Shop Manager.

Property Management, Maintenance & Development

- In close consultation with architects, effectively project manage all aspects of building projects (new, refurbishments & renovations) at both the design and construction phases, ensuring projects are completed on time and within budget.
- In consultation with the Principal, prepare specifications of major contracted works (property, plant and equipment), assess tender submissions and negotiate final contracts.
- Ensure College property, plant and equipment meet current and future educational needs by developing and maintaining an effective asset acquisition, maintenance, renewal and replacement process, both at a strategic and operational level.
- In conjunction with the Accountant maintain an asset register and associated inventory and audit processes.
- Develop and maintain efficient and effective asset procurement and disposal procedures.
- Ensure compliance with occupancy permits, statutory body requirements and work health and safety.
- Oversee the role of Maintenance Supervisor and Groundsperson with particular emphasis on property, plant and equipment relating to facilities, grounds, maintenance, cleaning, security, caretaking, contractor management, risk management, external hire/use of facilities and workplace health and safety.
- Oversee the role of the ICT Manager with particular emphasis on ICT hardware, infrastructure and resources.
- Function as an effective leader on the Buildings & Maintenance subcommittee of the College Board.
- Planning and implementation of a cyclic maintenance cycle.

Non-Teaching Staff Management

- As the direct manager, effectively lead and supervise finance and administration staff to maximise, effectiveness, efficiency, cohesiveness and culture.
- Effectively lead and strategically manage all non-teaching and support staff (including finance and administration, library, IT, grounds, maintenance, laboratory, cleaning, teacher aides and other utility staff) to maximise effectiveness, efficiency, cohesiveness and culture.

Leadership

- As a member of the College Leadership Team and through active participation and constructive and insightful contribution, enhance the effectiveness and efficiency of all aspects of College operations.
- Provide strategic financial input and advice across all aspects of College operations.
- Assist with other projects and tasks as required by the Principal.

Governance, Compliance and Risk Management

- Assist the Principal to ensure all aspects of College operations are compliant with relevant legislation and regulations.
- Oversee and maintain the College Risk and Hazard Registers.
- Function as an effective leader as an ex-officio member of the College Board.

- Function as an effective leader on the Risk Management sub-committee of the College Board.
- Function as an effective leader on the following College committees; Workplace Health & Safety, Uniform and Canteen.
- Participate in and contribute to Catholic Education and Independent School Workplace Health & Safety forums.
- Work cooperatively with the IT Manager on the College's cyclical IT maintenance and replacement program.

The tasks of the Business Manager can be varied or changed by the Principal as circumstances require after appropriate consultation with the Business Manager.

Selection Criteria

1. *Essential requirements of the position;*

- a) Demonstrated understanding of, and commitment to, the Mission of Marist Regional College as a Catholic College community.
- b) Tertiary qualification in Accounting, Business or other relevant discipline to CPA or equivalent level.
- c) Tasmanian Working with Vulnerable Persons registration for Employment and National Police Check clearance or ability to attain.
- d) Thorough understanding of, and experience in, corporate governance, risk management, compliance and work health and safety.
- e) Demonstrated success in large scale business management including financial and management reporting, budgeting, forecasting, planning and monitoring.
- f) Demonstrated success with the planning and management of large scale projects.
- g) Demonstrated ability to succeed in a managerial role requiring strategic planning and thinking, change management as well as operational implementation.
- h) Highly effective administrative and decision-making skills that demonstrate clarity, competence and a collaborative approach.
- i) Demonstrated success as a highly effective leader and manager of staff, including an understanding of Human Resources Management principles.
- j) Excellent computing proficiency and IT literacy with relevant software packages.

2. *Desirable requirements of the position;*

- a) Understanding of Tasmanian Catholic Education Commission policies and their implications for procedure and practices.
- b) Member of, or eligibility for membership to a relevant professional association.

Acceptance of responsibility

I have read and understand the above expectations of the role, and will undertake the tasks and duties to the best of my ability:

Employee:

Name

Signature

Date