



Business Manager- Role Description

Position Overview

Working in cooperation with the Principal, the Business Manager oversees the effective operation of the administration unit and the financial operations of the school.

The Business Manager is directly responsible to the Principal for the performance of their duties. The Business Manager works closely with the Principal to gain an understanding of the complex nature of school finance. The Business Manager contributes to the collaborative decision-making processes and is involved in planning, implementation and evaluation of school finances.

Hours of Employment

- The position is part time (3 – 4 days, FTE hours negotiable)

Special Requirements

- Commitment to Catholic education and to the safety and wellbeing of children
- Current Working with Children Card and National Police Check
- Current First Aid Certificate
- Experience working with children
- Commitment to the St Patrick's Catholic Primary School Child Safety Policy and Staff Code of Conduct
- Proven Financial and Human Resource knowledge, experience and /or qualification
- Ability to work in a variety of team situations
- Commitment to ongoing personal and professional learning
- Highly developed interpersonal skills
- Strong work ethic

Experience

- Evidence of recent effective skills and knowledge in school business management
- Previous experience in a financial position (formal and informal)

- Evidence of working towards personal learning goals to improve professional practice and leadership skills
- Effective participation and contribution to performance and development culture

Limits of Authority/Delegation

- Authority limited to that assigned by the Principal.
- Can delegate only where authority permits.
- Be responsible for delegation of duties for other administration staff.

Role Description

It is expected that the specific responsibilities of the role are negotiated annually by the Principal and the Business Manager due to the evolving and changing role requirements.

These responsibilities will consider factors such as:

Reception

- Delegate tasks to *Enrolment and Compliance Officer* and *Administration Officer* to ensure smooth functioning of the reception.
- Development and implementation of administration procedures to ensure consistency across all aspects of the day to day functioning of reception.
- Receive visitors in a welcoming manner and attend to their needs.
- Answer inward calls and make outward calls in a friendly, efficient manner making it clear to the other party your needs or intentions.
- Maintain a clean and orderly office.
- Arrange appointments for the Principal, by way of reference to the Principal or, if unavailable, by reference to diary, with the provision to confirm after consultation with the principal. If parents or other persons require appointments with teachers, make appropriate arrangements after reference to the parties concerned.
- Monitor, action and follow up maintenance concerns and complaints.

Typing/Word Processing & Duplicating

- Type any letters and other documents, as requested.
- Create and maintain data bases relevant to the school's needs.
- Prepare/deliver reports as required.
- Be familiar with relevant word processing, web-based programs and specific computer programs utilised in the Administration Unit.
- Duplicate items as required.

- Use a variety of software programs/packages developed for word processing, data base files and spreadsheets.
- Maintain an understanding of administration set-up.
- Monitor and record maintenance of hardware/software.
- Prepare and collate documents, as required.
- Provide administrative support to the Parents and Friends committee and various committees associated with the school, where appropriate.

Maintenance of Records

- File all relevant documents. Keep an orderly filing system enabling others to understand it and retrieve documents as necessary.
- Ensure staff records are kept up to date.
- Emergency Teachers records are to be kept up to date to enable easy contact.
- Maintain and coordinate key register and alarm codes.

Finance

- Keep accurate financial records in relation to the school accounts.
- Bank Reconciliations.
- Use the following programs Business Central, SAS, SIMON, PAM.
- Tax preparation, BAS, FBT, ATO, STP and Superannuation.
- Collect and receive monies in relation to the school.
- Prepare all accounts for payment, process direct credit models, remit and record as appropriate.
- Monitor school fee accounts, receive monies, send out accounts and implement appropriate collection procedures.
- Prepare staff pay details fortnightly.
- Develop budget, and load budget on computer. Periodically review budget, amend where appropriate.
- Direct accounting processes of the school, and ensure that all funds, including school investments, are effectively accounted for.
- Advise staff on spending against budget in respect to faculties, programming and other school projects.
- Ensure that school operates within budgetary constraints.
- Be responsible for planning and development regarding acquisition procedures, strategies, programs and policies.
- Prepare annual reports for submission to School Authority, Auditor and Catholic Education Ballarat Office.
- Maintain up to date knowledge of the workings of all school related computer programs.
- Process direct debits for school fee accounts and credit cards.
- Undertake caretaker role for the Parents & Friends Committee.
- Application for C.S.E.F Allowance for parents and school and FFA.
- Application for Conveyance Allowance for eligible families.

- End of period adjustments - journal entries.
- School Fees – aged debtor follow-up
- Maintenance of Asset Register
- Delegate tasks to Admin Officers to ensure smooth functioning of the reception.
- Liaise with Parent and Friends representatives about finance throughout the year.

Human Resources

- Maintenance of Personnel Records System (PRS).
- Maintenance of Online Staffing Records (OSR).
- Record leave and payroll data for staff.
- Provide standard information and advice to staff on salaries and conditions of employment.
- Assist the Principal in administration of the school's recruitment procedures, such as creating staff contracts.
- Calculate staff entitlements e.g. POL's, recreational leave, benefits.
- Provide basic information to staff on relevant awards and conditions;
- Liaise on the Principal's behalf with other staff (e.g. head of department's) involved in budgetary decision making;
- Process and monitor Long Service Leave requests

Student Support

- Deliver pastoral care to all students
- Supervision of sick students.
- Contacting parents of sick students.

Resources

- Monitor developments in technology so as to possess an understanding and keep abreast of current technological changes.
- Co-ordinate the clerical/administrative services.
- Examine and report on the efficiency and effectiveness of computer system.
- Provide advice on the appropriate suppliers for resources.
- Provide guidance in the use of information services.
- Manage and administer information system.

Liaison

- **General** - Participate in projects for the advancement of the school.
- **IT Meetings** – Liaise with IT personnel in relation to IT requirements within school.
- **Committees** – Liaise with various committees associated with the school.
- **Staff** – Liaise with fellow staff members concerning the provision of administration support and office procedures.

- **Parents** – Liaise with parents to provide clarification or advice in relation to the administration unit.
- **DOBCEL and affiliated schools/Government/Community Organisations** – Liaise with CEO, Government departments and community organisations regarding policy, funding and budgetary matters.

Other: Other roles and tasks at the discretion of the Principal, if required.