



Role Description

Title:	Office Manager	Location:	Goondiwindi
Reports to:	Principal	Classification:	Office Manager
School:	St Mary's School	Tenure:	Permanent, Full time

1.0 Purpose

The Office Manager works under the direction of the principal and with all members of the school leadership team to undertake the management of the school's business functions including finance, administration, facilities management, and other business activities.

This role is pivotal to the school, ensuring educational delivery is fully supported by excellent financial management, administrative services and physical facilities. The Office Manager will also serve as a central liaison point between the Toowoomba Catholic Schools Office (TCSO) and school staff.

2.0 Experience and qualifications

Essential

- formal qualifications at diploma level in commerce or a related business discipline
- a minimum of three (3) years' experience in a similar diverse environment, requiring demonstrated experience in the supervision of staff, financial management and facilities management
- demonstrated financial acumen and broad knowledge of contemporary financial management/accounting practices
- proven capacity to use and adapt to technology and contemporary accounting software and Microsoft programs
- solid interpersonal, communication and relationship building skills with key stakeholders
- demonstrated ability to work effectively and accurately while solving problems and meeting deadlines
- a current blue card for working with children issued by Blue Card Services, or the willingness and ability to obtain one prior to commencement
- empathy with the values and ethos of the Catholic faith

3.0 Key result areas

- 3.1 Provide timely reporting on all of the school's financial activities while implementing financial management strategies to ensure the management and application of funds are in accordance with Toowoomba Catholic Schools (TCS) operational plans and government legislation
- 3.2 Supervise the administrative and support staff which may include Administration and Finance, Grounds and Maintenance, Uniform Shop (clothing pool), Tuckshop and Work, Health and Safety (WHS), as required by the school
- 3.3 coordinate the management of all facilities in accordance with the School Master Plan, including the maintenance of school facilities and equipment

3.4 complete other duties that are directed as needs change or grow if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations

4.0 Statement of responsibility

While at work the role holder must

- take reasonable care for his or her own health and safety
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- comply, so far as the role holder is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the Work Health and Safety Act
- cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers

5.0 Statement of duties

The information detailed above is an accurate reflection of this role. Attached to this role description is a duties statement that covers a selection of activities in which the incumbent might engage. The list is neither prescriptive nor exhaustive.

Duties statement

Office Manager

3.1 Provide timely reporting on all of the school's financial activities while implementing financial management strategies to ensure the management and application of funds are in accordance with Toowoomba Catholic Schools (TCS) operational plans and government legislation

- maintain the school's financial records in accordance with Toowoomba Catholic Schools (TCS) policies and procedures
- coordinate the day-to-day management of school financial activities and processes including
 - monthly account reconciliations
 - billing cycles
 - debt management
 - accounts payable
 - accounts receivable management
 - cash management
 - school asset and depreciation registers
- provide monthly and/or quarterly management reporting including year to date actuals against budget, debt management reporting and other compliance reporting to the principal, relevant committees and the Toowoomba Catholic Schools Office (TCSO)
- assist TCSO with the completion of the working paper file for auditors for the annual financial audit
- complete the short-term and long-term forecasting template for the school in collaboration with the principal and TCSO
- provide information to TCSO to assist with the completion of the annual fringe benefits tax (FBT) return
- prepare monthly Business Activity Statements (BAS) within the financial system ensuring all GST items are coded correctly and relevant accounts reconciled prior to lodgement
- implement decision of the school principal and/or school leadership team
- in collaboration with the principal, assist with the completion of the TCS staffing workbook and maintain regular contact with the TCS People and Engagement Services Directorate to ensure that salaries and wages and other key documentation are correct for school staff
- in consultation with TCSO, maintain critical financial documentation including the schedule of fees ensuring alignment with the TCS enrolment and financial procedures
- engage advice from TCSO for relevant matters
- maintain thorough knowledge of the school's financial system (Dynamics) and integrated student information system (Sentral), and provide assistance to relevant school staff
- provide information to TCSO staff to facilitate the completion of high quality and accurate government submissions and applications including
 - State and Federal census
 - Financial Questionnaires
 - relevant parts of Capital Grant applications and any other questionnaires (Queensland Catholic Education Commission) that are connected to the financial management of the school
- administer/oversee all insurance matters in collaboration with the principal and TCSO staff
- manage, administer and oversee the implementation of contracts and seek support and assistance from the principal as required

3.2 Supervise the administrative and support staff which may include Administration and Finance, Grounds and Maintenance, Uniform Shop (clothing pool), Tuckshop and Work, Health and Safety (WHS), as required by the school

- undertake the daily performance outcomes through supervision and training for the following support staff: administration and finance, grounds and maintenance, tuckshop, WHS, and uniform shop/clothing pool.
- collaborate with the principal with respect to complex staff performance issues
- monitor workloads and identify workforce capability requirements for the above staff
- coordinate periodic meetings with administrative and support staff to ensure organisational effectiveness and build a positive team culture that supports effective working relationships
- liaise with the principal, TCSO WHS Advisor and the WHS Coordinator to meet all work health and safety requirements
- oversee the school's uniform shop/clothing pool operations

3.3 Coordinate the management of all facilities in accordance with the School Master Plan, including the maintenance of school facilities and equipment

- in consultation with TCSO, coordinate property management activities in conjunction with the maintenance team to provide a safe environment for staff and students that is conducive to learning
- participate in the revision and implementation of the School Master Plan with key school staff
- coordinate the school's cleaning contractors and services staff
- ensure the presentation of the school property is of a high standard through monitoring of maintenance programs, budget, contractors and staff responsibilities, with escalation of matters to the principal as required
- in conjunction with TCS Facilities Development Manager, assist the principal in monitoring building projects by liaising with architects, contractors and subcontractors and attend site meetings
- manage the hiring of school facilities and equipment by ensuring that hire contracts, public liability insurance, security deposits, access keys and security codes, payments and inspections are documented and comply with school public access procedure and seek support and assistance from the principal as required

3.4 Complete other duties that are directed as needs change or grow if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations

- duties may include the completion of project work that presents itself during the operational and strategic review of the actions associated with the School Strategic Plan, TCS Strategic Plan or other directorate strategies
- assist in the maintenance of school policies and procedures as required
- perform other tasks, as requested by the principal