



## Role Description

**Title:** Business Manager

**Reports to:** Principal

**Classification:** Business Manager Level 1

### 1.0 Purpose

The Business Manager is responsible for all financial, business and facilities management of the college as delegated by the principal. This role is pivotal to the college, ensuring educational delivery is fully supported by excellent financial management, administrative services and physical facilities.

The Business Manager works closely and collaboratively with all members of the college leadership team to continuously develop and improve strategic, administrative and operational practices of the school. The Business Manager will also serve as a central liaison point between the Toowoomba Catholic Schools Office (TCSO) and college staff.

### 2.0 Experience and qualifications

#### Essential

- formal qualifications at degree level in accounting or a related business discipline
- 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 college'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 manage the supervision, development and performance outcomes for administrative and support staff which may include administration and finance, grounds and maintenance, information technology (IT), uniform shop/clothing pool, tuckshop and Work Health and Safety (WHS), as required by the college

3.3 supervise the management of all facilities in accordance with the College Master Plan, including the maintenance of college 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

### Business Manager (Level 1)

#### **3.1 Provide timely reporting on all of the college'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**

- oversee the college's financial and commercial operations within budget parameters
- prepare all accounting and monthly reporting and short-term to long-term forecasting functions in liaison with Toowoomba Catholic Schools Office (TCSO)
- 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 TCSO
- liaise with TCSO to prepare draft annual financial reports and completion of the working paper file for auditors
- 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
- in consultation with TCSO, oversee the day to day management of college financial activities and processes including
  - monthly account reconciliations
  - billing cycles
  - debt management
  - accounts payable
  - accounts receivable management
  - cash management
- prepare and maintain college asset and depreciation registers
- assist with the completion of the TCS staffing workbook and maintain regular contact with the TCS Human Resources Directorate to ensure that salaries and wages and other key documentation are correct for college staff
- in consultation with TCSO, maintain critical financial documentation including the schedule of fees ensuring alignment with the TCS enrolment and financial procedures
- contribute as a member of the College Board Finance sub-committee
- maintain thorough knowledge of the college's financial system (Dynamics) and integrated student information system (Sentral), and provide assistance to relevant college 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 college
- administer/oversee all insurance matters in collaboration with the principal and TCSO staff
- manage, administer and oversee the implementation of contracts as required by the principal

### **3.2 Manage the supervision, development and performance outcomes for administrative and support staff which may include Administration and Finance, Grounds and Maintenance, Information Technology (IT), Uniform Shop (clothing pool), Tuckshop and Work Health and Safety (WHS), as required by the college**

- manage the daily supervision, training and performance outcomes for the following non-teaching staff if applicable: administration and finance, IT, grounds and maintenance, tuckshop, WHS, and uniform shop/clothing pool
- meet regularly with the IT Technician and liaise with TCSO as required
- manage IT assets and associated on-costs through structured refresh cycles
- chair 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 college's uniform shop/clothing pool operations

### **3.3 Supervise the management of all facilities in accordance with the College Master Plan, including the maintenance of college 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 College Master Plan with key college staff
- oversee the college's cleaning contractors and services staff
- ensure the presentation of the college property is of a high standard through monitoring of maintenance programs, budget, contractors and staff responsibilities
- assist the principal in monitoring building projects by liaising with architects, contractors, subcontractors and TCSO and attending site meetings
- manage the hiring of college 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 college public access procedure

### **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 College Strategic Plan, TCS Strategic Plan or other directorate strategies
- assist in the maintenance of college policies and procedures as required
- perform other tasks, as requested by the principal