



**EDMUND RICE EDUCATION  
AUSTRALIA**

# Business Manager

## ROLE DESCRIPTION

The Business Manager is employed by the Principal who is responsible for the day to day management of the Business Manager.

The general duties of the Business Manager are as described below. Specific duties are managed by the Principal and may be altered from time to time after discussion with the Principal.

The Business Manager is responsible for:

### Section A: Financial Management

- developing and implementing appropriate financial policies and procedures in line with EREA guidelines
- preparing annual school budgets and supporting documentation in conjunction with Principal, School Board and key stakeholders
- providing ongoing and long term financial advice and planning to the Principal
- providing regular financial statements and reports (including interpretation and recommendations) on financial and operating data to the Principal, School Board and EREA
- contributing to the equitable distribution of financial resources within the school
- overseeing curriculum budget planning and control with the relevant Leadership Team staff
- establishing and maintaining up-to-date financial management, accounting and reporting systems
- managing the College's fixed asset register
- establishing and maintaining financial and budgetary controls over cash, capital expenditure and investments
- maintaining regular contact with school auditors, bankers, legal advisors, in relation to the school's financial position, and overseeing the implementation of appropriate recommendations
- monitoring government funding policies, and ensuring effective action in securing the school's entitlements
- overseeing the preparation of financial/statistical questionnaires and documents for government and relevant authorities
- adhering to all accountability requirements of government and relevant authorities

## Section B: College Operations

- managing non-teaching staff including the Administrative support staff in the carrying out of their functions
- facilitating and supervising the appropriate training of Administrative support staff and other non-teaching staff as appropriate
- overseeing school payroll operations
- overseeing systems of billing and collection of student tuition and other fees
- managing the collection of debts
- overseeing all aspects of the school's purchasing activity: ordering, delivery, quality control, storage
- overseeing systems for the payment of authorised creditors
- maintaining adequate insurance cover for all risks through accurate completion of Insurers reports
- managing Risk Management Programs in accordance with relevant legislation and EREA guidelines
- overseeing the operation of College enterprises including Canteen, Uniform Shop, etc and supervising either, directly or indirectly, the work of staff in these areas
- managing the catering department in Boarding schools

## Section C: Legal and Personnel Management

- keeping the Principal apprised on relevant legal and/or industrial matters
- conducting appropriate Human Resource functions as required
- negotiate the letting and monitoring of the performance of contracts to outside contractors in accordance with EREA delegations
- developing a sound working relationship with relevant Catholic Education advisory bodies within the State/Diocese/Region
- providing adequate maintenance and safe custody of all personnel records, eg. superannuation, long service leave, sick leave, recreation leave, etc
- having a clear interpretation of all relevant awards in order to assist staff
- overseeing school compliance in relation to all copyright matters
- overseeing school compliance in relation to industrial awards, taxation (including FBT and GST), superannuation, worker's compensation, rehabilitation, and Occupational Health & Safety
- assisting in the employment of non-teaching staff as required
- providing administrative support for staff employment processes
- managing tenancy and other related issues where on-site accommodation is provided

## Section D: Plant Management

- ensuring the College has an effective, proactive building and plant preventative maintenance programme for the College's building and grounds
- overseeing all new construction, structural alterations and repairs
- monitoring specifications, negotiations and supervision of all maintenance contracts
- overseeing the purchase of new furniture, equipment and plant as required and the disposal of surplus assets
- overseeing the operation of the school cleaning program and supervising the work of the cleaning staff
- overseeing the upkeep of the school grounds and supervising the work of the maintenance staff
- overseeing all systems relating to the security and protection of school assets
- overseeing the decision-making process in relation to the acquisition, use and evaluation of information technology
- maintaining school property records and archives
- ensuring facilities are well maintained providing a safe working environment in line with OH &S requirements

## Section E: Strategic Management

- assisting in the formulation of strategic initiatives of the school by conducting feasibility studies and preparing impact scenarios of proposed changes from the financial/resource perspective
- providing financial/resource information and advice as required by the School Board
- assisting in the development of the College's Strategic Plan and Capital Development Master Plan

## Section F: Personal

- Showing examples of being self-reflective
- giving personal witness to Christian values and the values contained in the Edmund Rice Charter through word and action
- operating with a spirit of service and professionalism
- demonstrating an ability to remain calm under pressure or when things go wrong
- displaying loyalty to the Principal, School Board, Leadership Team, members of staff and Staff of EREA
- displaying a spirit of hospitality and welcome within the school
- contributing to effective communication links within the school community
- developing positive working relationships with peers in other Edmund Rice schools

## Section G: Other Duties

- Attending College Finance Committee meetings and preparing all relevant reports as required
- Attend other meetings such as College Board and College Executive as required
- Representing the College on appropriate external bodies relevant to the position of College Business Manager including EREA Reference Groups
- Undertaking other duties as assigned by the Principal from time to time including EREA duties that may be requested through the Principal.