

POSITION DESCRIPTION

Assistant Business Manager



The Assistant Business Manager is a senior position within the College's Finance and Administration structure. The Assistant Business Manager will support the Business Manager to ensure the financial viability of the College and the appropriate provision of the resources, buildings, facilities, and human resources required to effectively support the educational programs of the College.

The Assistant Business Manager will have responsibilities in the areas of Payroll and Financial Management.

CHILD SAFETY

Every person employed or volunteering at Kolbe Catholic College has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all they do and every decision they make. ([CECV Commitment Statement to Child Safety](#)). Such responsibility requires employees to:

- provide students with a child-safe environment
- be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety
- proactively monitor and support student wellbeing
- exercise pastoral care in a manner which reflects school values
- implement strategies which promote a healthy and positive learning environment

RESPONSIBILITIES AND SPECIFIC DUTIES:

Key Responsibilities

Finance

- Manage, supervise, and direct the financial operations of the school on a day-to-day basis, including accounts payable and receivable functions.
- Process all aspects of the payroll function including leave management, superannuation obligations/reconciliation and salary packaging.
- Day-to-day management of aged debtors and debt collection processes, including interviews with fee remission appraisals and making recommendations regarding legal action and maintaining confidentiality
- Ensure finance systems, policies and procedures meet the school needs, MACS and legislative requirements and are efficient and effective.
- Responsible for the completion of end of month processes, including balance sheet reconciliations, updated financial asset register, journals and trial balance.

- Prepare and submit statutory reports, including but not limited to BAS, GST, FBT, Annual Financial Statements and MACS reporting.
- In consultation with the Business Manager, prepare financial reports to senior leadership and Governing bodies.
- Analysis of performance against budget and regular reporting throughout the year.
- Assistant in the preparation of the draft budget for consideration by the Principal and Business Manager.
- Assist with and support the Business Manager to ensure the smooth running of annual external audit process, including preparation and provision of financial data and reports.
- Administer insurance claims and payments.
- Complete other financial analysis and forecast reports as requested by the Business Manager.

Operations

- Assist and support the Business Manager with the following, but not limited to, key roles as required.
- HR Management including interviews, staff reviews and allocation of tasks for administration staff.
- Management of the office administration and 1st aid teams ensuring day to day operations are efficiently resourced and meet community expectations
- Management of the rostering of the administration and 1st aid staff teams ensuring adequate staffing to cope with demands as a result of leave requests
- Risk Management and Compliance, including Workers Compensation claims and Emergency Management
- Property Maintenance, Infrastructure, and ICT Management
- Enrolment processes
- Provision of administrative support to teaching staff
- Attend school events as required.

Key Relationships

Internal:

- The Assistant Business Manager reports to the Business Manager.
- Direct Reports to this position are as follows:
 - Accounts Payable
 - Accounts Receivable
 - Accounts Receivable – Families
 - Administration Staff

External:

- MACS
- Auditors
- Suppliers
- Students and Families

Position Classification:

- Education Support - Category C
- Ongoing Position
- Salary Level - Negotiable based on experience.
- Full time - Hours: 8:00am to 4:06pm.
- Review - a performance review process will be developed based on a self and peer appraisal.

Key Selection Criteria and Qualifications

Essential:

- Appropriate qualifications and experience in accounting and/or business management and a knowledge of current accounting standards and professional practice. CPA membership is required.
- Demonstrated high level accounting skills with experience in the preparation of annual and periodic financial statements to meet the requirements of Australian Accounting Standards, ASIC and ACNC requirements.
- Knowledge of GST, PAYG, FBT and other taxation issues
- Demonstrated experience in the development and preparation of an annual budget and forecasts.
- Advanced skills in 365, in particular Excel, databases, reporting software and general use of ICT.
- A person with initiative and drive with the ability to work independently as well as in a cooperative team environment.
- Highly developed organisational, problem solving and analytical skills.
- Excellent professional communication, verbal and written, and interpersonal skills.
- Commitment to professional development and willingness to undertake training as required to further develop skills.
- Current Working With Children check/ Police Check

Desirable:

- Knowledge of functional area(s) in an education context
- Knowledge of the CEMEA2022
- ESIS and EFIN Database experience