

POSITION DESCRIPTION

Business Manager (1.0 FTE)

The Purpose

The Business Manager occupies the most senior administrative position at Foundation Christian College, with responsibility for overseeing its financial and business operations. This role is crucial to driving and executing the College's strategic vision, with a focus on financial stability, property development, and resource management to ensure the success of its educational objectives.

Working closely with the leadership team, the Business Manager also plays a pivotal role in upholding and championing the College's mission, vision, and values.

Key Relationships

- A member of the College Executive Team
- Is accountable to the Principal and the College Board
- Works closely with the Principal, Executive Team, Accounts and Finance Staff (including HR, Risk and Compliance) and Admin staff.
- Communicates with Auditors, Government and Private Bodies, where required, for business and finance requirements.

Cultural Leadership

- **Champion the Vision and Mission:** Actively promote, develop, and safeguard the College's vision, mission, values, beliefs, and educational traditions across all areas of College life.
- **Support Christian Values:** Fully endorse and nurture the Christian affiliation and spiritual life of the College.
- **Model Integrity:** Demonstrate Christian values in all interactions and responsibilities.
- **Foster Social Conscience:** Advocate for the development of social responsibility as a core element of the College's operations.
- **Embrace Diversity:** Ensure that College policies and practices cultivate respect.
- **Encourage Collaboration:** Promote a strong sense of collaboration and connection with the broader Christian Church community.

Overview

- Ensure and be responsible for the effective and efficient business operations of the Finance, Administration, HR, ICT, Development and Property areas of the College, supported by and leading staff in each of these areas
- Provide leadership and supervision of the College business operations ensuring the highest possible standard

- As directed by the Principal, provide support to the College Board and its Committees, including:
 - Attendance at committees as required and providing accurate and up-to-date reports to the committees as required
 - Putting into effect committee deliberations and those of the College Board
 - Act as the Risk Manager on behalf of the Principal and Board to ensure compliance with legislation, regulations and standards as required by WHS, school auditors, DEEWR, Australian Government, State Government, or other regulatory bodies. Implement and update systems and processes to ensure the schools practices and assessments meet current and changing obligations.
 - Finance, Business, Information Communication & Technology, Human Resources, Risk Management and Compliance.

Finance and Accounting

- Implement effective ongoing procedures that ensure that the College meets all its financial statutory requirements and reporting
- Manage the College's cash, investments, and cash flows
- Work with and make recommendations to the Principal in establishing adequate financial controls, including control over cash, recurrent and capital expenditure, and investment
- Monitor government funding policies and requirements and ensure effective action in securing the College's entitlements, particularly in terms of special purpose programs and strategic priorities
- Ensure that all tuition and other fees are appropriately invoiced and collected, and that the dealings with families experiencing hardship are handled with the highest possible standard of care and responsibility at all times
- Ensure that the financial resources for teaching and learning are developed and maintained to the highest possible standard at all times
- Oversee the College's insurance, superannuation, and all statutory taxes
- Ensure that the College financial records are adequately kept and audited and Financial Statements are prepared
- Prepare the various financial statements for the authorities to which the College reports, including the Finance Committee, Company Members and the State and Federal Governments

Planning and Budgeting:

- Develop and implement an effective process of budget development and approval in collaboration with the Principal and the Finance & Risk Committee
- Implement effective procedures for the involvement of other members of the College Leadership, Team and Faculty coordinators in the annual budget development process
- Prepare operating and capital expenditure budgets for approval by the Principal and the College Board via the Finance & Risk Committee
- Supervise the implementation of all College budgets; provide cost centre leaders with regular accurate reports, and ensure that the College's finances meet approved budget guidelines
- Role model best practice in support of the College's Strategic, Operational and Master planning processes, including preparation of long term financial and facilities planning for consideration by the Principal and the College Board via the Board sub-committees

Property and Resources

- Maintain and develop College facilities under the direction of the Principal and College Board
- Liaise with builders, architects, and other consultants on major capital works in conjunction with the Property Manager.
- Ensure College property, conduct periodic reviews of these policies and oversee insurance claims
- Take responsibility for the purchasing of approved capital items required by the College within the delegated authority for the role

Information Communication Technology

- Coordinate under the direction of the Principal and in conjunction with the ICT department implementation of the strategic plan of the College in relation to Information Technology
- Manage, in consultation with the IT Service Delivery Manager, the day today operation and development of Information Technology Hardware and Software services of the College
- Ensure that software licenses are maintained, and effective cyber security and emergency fail safe processes and policies are established with respect to IT services in the College

Strategic Development

- Actively participate with the Principal in the development of strategic planning and business case modelling for new initiatives and projects.

Systems Development and Process Enhancement

- Design, implement and maintain up-to-date management accounting, business operations and reporting systems as well as budgeting control and expenditure procedures
- Ensure continuous improvement and development of College business operations
- Provide direction and efficient procedures for purchasing to provide materials, equipment, and services for the College to function economically but with due regard to quality

General Business Operations Management

- Formulate, with the Principal and the College Board, policies and procedures governing business relationships with the students, parents, staff, suppliers and contractors
- Support and bring forward recommendations to the Principal in relation to their role
- Be the Principal's Administrative representative in relation to Non-Teaching Personnel, Property, ICT, Capital Works and other matters as directed.

Oversight of Organisational Safety

- Provide leadership and supervision of Finance, Property and ICT staff including appropriate delegation of operational tasks, duties and responsibilities within the business areas of the College, in line with the organisational structure of the College and relevant legislative safety and oversight requirements
- Role model best practice in regard to OHS legislation and WA Child Safe Standards and communicate knowledge of these requirements and training where applicable to relevant staff
- Exercise effective team leadership in the development and support of an efficient Business Operations Team, and in line with the organisational structure of the College