

Business Manager Position Description

Main Purpose of the Job:

To take responsibility in conjunction with the Principal for the financial management of Freshwater Christian College.

Reporting and Interpersonal Relationships:

The Business Manager reports to the Principal and is a member of the Executive Management Team. They also lead the finance team on a day-to-day basis.

Main Duties / Key Responsibilities:

1. Prepare annual budgets (in consultation with the Principal) to be submitted to the College Board.
2. Long-term financial planning for the College in cooperation with the Board, including the development of financial strategies and goals in conjunction with the College's strategic plans.
3. Provide business financial advice to various departments and stakeholders within the College to ensure that there is proper accounting and control over all expenditures.
4. Manage the professional development of the finance staff.
5. Oversee the administering of the payroll.
6. Generate and monitor income.
7. Arranging and checking insurance.
8. Development of financial policies and procedures.
9. Attendance at all Board and Management meetings as requested by the Principal and/or Chairman of the Board.
10. Preparation of end-of-year financial statements and statutory reports in accordance with the Corporations Law and other relevant laws. Ensure that financial statements are audited and lodged within the legal timeframe.
11. Monitor College's cash flow and arrange investments.
12. Loan and account negotiation with bankers and financial institutions.
13. Responsibility for the financial management of all capital works in consultation with the Principal and other stakeholders.
14. General responsibilities relating to commercial management.
15. Responsibility for long-term debt management of the College.
16. Prepare applications to Block Grant Authority for capital grants.
17. Manage Fringe Benefits Tax issue and prepare ATO return.
18. Be active in relevant school events.
19. Comply with College Policies and Procedures, including but not limited to Confidentiality, Privacy, and Work Health and Safety.
20. Any other duties as directed by the Principal.

Selection Criteria:

Essential:

- CPA or CA qualified with sound knowledge of financial and management accounting practices.
- Advanced knowledge of TASS Accounting program, or the ability to acquire this knowledge quickly.
- Good written and verbal communication skills.
- Ability to work as part of a team.
- Demonstrated ability to accept responsibility and complete projects.
- Previous experience working in schools preferred.
- Your own vehicle and driver's licence.
- To have, or ability to obtain a current Positive Notice Working with Children Blue Card and to maintain its currency.

- Fellowship at Freshwater Church and remain in good standing with this local church.
- Abide by the Staff Code of Conduct at all times.
- Be able to sign and abide by the College's Statement of Faith and Lifestyle Statement.
- Be able to abide by the Staff Code of Conduct at all times.
- Ability to work with all members of the College community (teaching and non-teaching staff, parents, students, and visitors) both individually and as a member of a team.
- A willingness to assist in extra-curriculum activities after normal working hours.
- It is imperative that the person will currently be in regular attendance at, and in good standing with, a Christian church.
- The appointee must sign the Statement of Faith and Staff Lifestyle Statement and be able to support the College's belief statement as expressed in these and other documents. The College is a ministry of Freshwater Church, a church with a Pentecostal emphasis and a member of Australian Christian Churches.
- Most importantly, the successful applicant will see this as a calling of God upon their life, rather than just a career move.

Status:

Permanent, Full-time.

Probationary Period:

Six months from the start date of employment.

Salary and Conditions:

As per the agreed contract.

Other:

All members of staff at Freshwater Christian College are expected to:

- Convey to the public a positive image of the Freshwater Christian College and Freshwater Church;
- Demonstrate an awareness of and commitment to the College's mission, vision and values;
- Maintain confidentiality in all matters related to the College, its staff, students, parents and others at all times;
- Contribute to a pleasant and enjoyable work environment;
- Abide by the Staff Lifestyle Agreement, Statement of Faith, Code of Conduct and all other College Policies at all times;
- Remain up to date with any changes to the Staff Handbook and any other College Policies;
- Not have contact with any enrolled student or past student who is still school-aged, via social media (excluding immediate family members)
- Maintain an understanding of the Workplace Health and Safety Standards of the College;
- Participate in staff training and development activities to assist in the achievement of organisational and individual/work goals;
- Carry out other duties from time to time as required.

Note:

The purpose of this job description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform for Freshwater Christian College other work duties not specifically listed herein. Freshwater Christian College reserves the right to modify this job description in consultation with the incumbent from time to time depending on the operational needs and requirements of the College.

Status		Supersedes	v1
Version	v2	Authorised by	Principal
Last updated	19/04/2022	Reviewed	Every five years

