



DUTY STATEMENT

Business Manager

Date: January 2022
Status: Contract position (ten years, divided into terms of three, four and three years); reviewed in third, seventh and tenth year.
Department: K-12

POSITION CONTEXT:

Mercy College is a Catholic, coeducational school with over 1600 students from Kindergarten to Year 12. Mercy College was established by the Sisters of Mercy in 1972 and is located on a spacious 10-hectare site. The College provides modern facilities, generous playing fields and open, well-kept grounds. This adds to the College's mission of providing an environment that is safe, nurturing and caring for our culturally diverse student population.

As clearly highlighted in the Bishops' Mandate Letter, the Catholic school's task is to integrate faith and life and integrate culture and faith. In addition, the College promotes a strong influence of the Mercy College charism. It is the task of all staff to ensure that this is clearly evident in the education of young people. In positions of leadership, the promotion of witness of these qualities is essential.

The Business Manager is required to work collaboratively with the College Advisory Council, Leadership Teams, teaching and non-teaching staff, parents and the wider community.
For the College Organisational Chart refer to Appendix 1 .

It is crucial that the Business Manager establish and maintain relationships with key bodies such as Catholic Education WA, appropriate Federal and State Government Departments, College Advisory Council, College Finance Committee and Business Manager's Network (ASBA WA).

The Business Manager assumes a Senior Leadership role and is vital in supporting the Principal and to ensure the efficient running of the College and its long-term viability.

LINE MANAGEMENT:

- Working under the direction of the Principal.
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SPECIFIC DUTIES AND RESPONSIBILITIES:

Catholic Identity

The Business Manager as a member of the Leadership Team is responsible for developing Catholic Identity and the educational mission of the Church. Catholic leadership promotes the purpose and aims of evangelisation. As a key member of the College Leadership Team, the Business Manager assists the Principal in the development of the College as a faith community by ensuring that Christian values are reflected in attitudes, policies and practice.

The Business Manager does this by:

- actively supporting and promoting the objectives and ethos of Catholic Education as articulated in the Bishops of WA Mandate for Catholic Schools, together with the vision and mission of Mercy College;
- providing personal witness to Gospel values, including living and acting in a way that respects the beliefs and practices of the Catholic community;
- participating in the sacramental, liturgical and prayer life of the College including the faith formation program for staff;
- promoting and supporting a meaningful connection with the Parish.

Strategic Financial Leadership and Management

- In collaboration with the Principal and Leadership Team, play an active role in the development and implementation of the College Strategic Plan;
 - Ensure that the College makes the best use of its resources particularly the financial implications of planned developments through financial modelling;
 - Develop collaborative relationships with internal and external stakeholders through understanding of and commitment to Catholic education;
 - Ensure the focus on future sustainability is at the forefront of decisions;
 - In collaboration with the Director of Infrastructure, strategically lead and operate a significant ICT infrastructure.
 - Provide sustainable long-term financial management of the College.
 - Understand and adhere to the requirements of Catholic Education WA and government policies, legislation and directives;
 - Monitor the ordering, delivery and payment of all goods and services, including all contracts entered into on behalf of the College;
 - Manage all aspects of cash flow including leases and loans;
 - Act as the key contact for all funding agencies, including preparing and lodging grant applications and reporting;
 - Negotiate, manage and monitor contracts, tenders and agreements for the provision of support services;
 - Adopt a leading role on the College Advisory Council Finance Committee including preparation of all Financial Reports;
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- Formulate, monitor and review financial plans and annual budgets for income and expenditure (including domain budgets in consultation with the Principal).
 - Develop long-range cash flow projections and management procedures for the capital and cash flow situation of the College.
 - Supervise the Finance Team and oversee all function relating to the accounting function, including preparation and monitoring of the annual budget, asset register, accounts payable, monthly bank reconciliations, monthly departmental reporting, payroll function, fringe benefits tax and payment summaries, accounts receivable function, including fee schedules, and the active management of fee payers not meeting their commitments to the College;
 - Oversee the preparation of the financial and statistical reporting requirements of the College and ensure they are submitted accurately in a timely manner. These include but are not limited to the State and Federal Government Census collections, COSI, NCCD, Student Attendance Data, Student Background Data, BAS;
 - Oversee the annual audit process and implement recommendations;
 - In collaboration with the Principal oversee the purchasing of assets.
 - Adhere to CEWA Ltd policy, including budgetary processes, financial reporting and delegations of authority.

Property Development and Management

- In collaboration with the Principal and Leadership Team, lead the development of the College Master Plan;
- Be responsible to the Principal and the College Advisory Council for the oversight, coordination and reporting of all Capital Works planning and construction;
- Take an active role in project management and the monitoring of outcomes across major projects, building and maintenance initiatives;
- Oversee the work of the College Property Services Team;
- Oversee the maintenance of the College buildings, grounds and assets in conjunction with the Property Services Manager and liaise with the external contractors;
- Arrange all leasing as required including the motor vehicle fleet management;
- In collaboration with the Property Services Manager, be responsible for the preparation of a maintenance schedule for all capital property and oversight of the maintenance works;
- Oversee the College security including contract security services and the key register.
- Lead Canteen and Uniform Shop as financially sustainable services within the College.

Risk and Compliance

- Oversee effective risk management practices including Chairing the Occupational Health & Safety Committee;
 - Ensure College staff and workers on the campus are aware of and comply with all OHS policies and procedures;
 - Oversee the risk compliance register and associated policies and requirements;
 - Ensure the currency and suitability of the College insurance portfolio and handle any claims that arise including Work Cover issues;
 - Adhere to safe work practices;
 - Improve systems of work and safe work practices.
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Leadership of Staff

- Develop the capacity of staff and teams within the Business Manager's portfolio; including but not limited to Finance, Property Services and Administration.
- For support staff, guide, monitor and evaluate staff performance, succession planning, recruitment, induction and professional learning and relevant training;
- Promote a positive working relationship between teaching and support staff to deliver effective outcomes for students, staff and the College community;
- Foster a positive and dynamic working environment by developing a team approach, ensuring open communication, transparent and effective decision making and collaborative work practices;
- Be actively involved in the life of the College and College events;
- Attend College Leadership, Advisory Council and Finance Committee meetings;
- Attend whole College Staff Meetings as required.

ADDITIONAL REQUIREMENTS AND EXPERIENCE:

- Tertiary qualifications in Business Management, Accounting or a related area;
- Business Management experience, including an in depth understanding of strategic financial management, together with experience in leadership and management of staff;
- Appointment to this role will be subject to satisfactory National Police Record Check and Working with Children Check;
- Strong ICT literacy and proficiency with MS Office suite;
- Understanding of CEWA Ltd systems including Administration of Schools (AoS) would be advantageous;
- Commitment to Child Safety and Protection consistent with the CEWA Child Safe Framework;
- If not already attained, gain Accreditation to Work in a Catholic School within twelve months of commencement;
- Postgraduate Business and/or Education qualifications such as CPA, CA or MBA qualifications, preferred.

SALARY, TERMS AND CONDITIONS:

- The successful applicant will be employed under The Roman Catholic Archbishop of Perth Non-Teaching Staff Enterprise Bargaining Agreement 2014 (EBA);
 - Salary is equivalent to Category 9, Deputy Principals Salary Schedule (*classification code 02149*);
 - 48 weeks per year plus 4 weeks annual leave;
 - Full-Time 1.0 FTE.
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