



Position Description

Business Manager

Title of Position:	Business Manager
Department:	Star of the Sea
Reports to:	Co-Principals
Stream:	Administration & Finance
Classification:	Grade 6
Number of Direct Reports:	6 - 10

Catholic Education South Australia (CESA) comprises over 100 schools, approximately 9,000 staff and more than 50,000 students across the Archdiocese of Adelaide and the Diocese of Port Pirie. Catholic schools and the Catholic Education Office (CEO) work in partnership with families, children, and young people to give life to the Living, Learning, Leading Framework and to successfully position CESA as the leading education system and an employer of choice.

Catholic Education South Australia is committed to ensuring the safety, wellbeing and dignity of all children and young people. All CESA staff undergo screening to ensure they are fit to work with and protect children and young people. We uphold safeguarding values through thorough recruitment processes, ongoing training, support and supervision, and ensuring all staff are aware of safeguarding policies and procedures.

POSITION OVERVIEW

Reporting to the Co-Principals and under broad direction, the position is accountable for the effective financial management of the school.

The position requires substantial specialised knowledge in strategic and operational finance, payroll and other associated support functions within the school.

SIGNIFICANT WORKING RELATIONSHIPS

- Co-Principals
- School Board / Finance Committee
- School Staff
- Student and parent/caregivers
- CEO Finance and PLC teams

KEY RESPONSIBILITIES

Key responsibilities include, but are not limited to:

Finance and Payroll

- Provide strategic leadership and direction for the long-term forward planning of school finances, including operating and capital works plans.
- Be responsible for formulating policies and provide specialist financial advice and information on policy formulation to the school leadership team.
- Report to the School Board/Finance Committee on financial matters and provide comprehensive reports, briefings, analysis, recommendations and advice to enable the school to achieve its strategic and operational priorities.
- Manage the preparation of the annual budget, including curriculum and grounds and facilities and provide regular financial statements and interpretation to senior management/school board.
- Coordinate accounting processes and ensure that all funds, including investments, are effectively accounted for according to school and CESA policies.
- Prepare funding submissions and manage funding grants in accordance with regulatory requirements.
- Management of finance operations including creditors and debtors, bank and loan account management, ensuring all regulatory returns are completed as required by CESA and legislation to deliver a responsive and professional service.
- Undertake responsibility for the annual audit process, utilising external auditors, consistent with relevant SACCS policy, accounting standards and identified timelines.
- Manage the Payroll function, including monitoring, checking, and reporting to maintain full compliance with Enterprise Agreement and applicable policy provisions.
- Ensure all required reports and returns for Commonwealth and SA Governments, SACCS and CEO Student Census reports are accurately completed on time.
- Manage all aspects of school fees activities and processes including fee collection, payment plans, fee records and reports and debt collection.
- Actively participate in school activities, events, required training, professional development and professional reviews.
- Undertake other duties as directed by the Co-Principals (or delegate)

PERSON SPECIFICATION

- Commit to upholding and actively contributing to the Catholic ethos of the school.
- Demonstrated specialised comprehensive experience and high-level professional skills and knowledge in financial and payroll management to capably manage complex operations. Experience within a school/educational environment in a comparable role is desirable.
- Demonstrated high level knowledge of financial and taxation legislation and regulation relevant to business and payroll management leading to development of policy and practice directions for use by others. Knowledge of CESA finance and accounting processes, procedures, audits, requirements is desirable.
- Advanced experience utilising finance/accounting software programs and computer proficiency including Microsoft Office suite, particularly Excel and Outlook as a minimum.
- Excellent communication and interpersonal skills to effectively lead and support others, foster collaboration, and provide a professional responsive customer-focused service.
- Comprehensive experience in positively leading, managing, supporting and developing staff to achieve a cohesive professional team and culture.

-
- Excellent time management and organisational skills and ability to be self-directed, effectively prioritise tasks and meet timelines to achieve stated objectives and support others to achieve same.
 - Experience in undertaking research and investigation that leads to and informs the development of policies and strategies of significance to the strategic direction and governance of the school.
 - As an experienced professional, apply knowledge and skills to perform complex tasks and generate and evaluate complex ideas through the analysis of information and concepts.
 - Exercise significant and independent professional judgement based on extensive experience and an advanced level of expertise being accountable for a broad range of personal and team outcomes and overall planning of work relevant to role requirements.
 - Demonstrated very high level of confidentiality, trust, integrity, and work ethic.
 - Demonstrated ability to lead and deal effectively with emergencies and/or unexpected situations to achieve resolution.
 - Commitment to continuous improvement and learning to remain current with area of speciality, willingness to participate in required training and professional reviews.

ROLE REQUIREMENTS

- University qualifications in finance/accounting or other relevant business management discipline and comprehensive equivalent experience.
- Act in accordance with the CESA Code of Conduct and the Charter for Staff in Catholic Schools in South Australia.
- Hold a current acceptable Working with Children Check (WWCC) clearance & screening to work in Catholic Education South Australia.
- Hold current certification in Responding to Risks of Harm, Abuse and Neglect in Education and Care Settings.
- Act in accordance with the CESA Code of Conduct and the Charter for Staff in Catholic Schools in South Australia.
- First Aid Qualification as directed by the school.
- As a worker, comply with the SA Work Health & Safety Act 2012 and, while at work, take reasonable care for their own health and safety.
 - Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
 - Comply, in so far as you are reasonably able, with any reasonable instruction given by the employer.
 - Co-operate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Being vaccinated against COVID-19 is not mandatory for CESA staff. It is highly recommended for all CESA staff to maintain vaccination status as recommended by the policy.

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.