



BUSINESS MANAGER

Name: _____

Employment Type: Fixed-term
Five-year re-appointments subject to successful appraisals

Commencement: 7 July 2025 (commencement negotiable)

Fraction Time: 1.0 FTE – 48 weeks

Reports to: Principal

Direct Reports: Senior Finance Administrator; Finance Administrator; Payroll Officer; Senior Grounds & Maintenance; Safety, Risk and Compliance Officer; Network Manager; IT Technician; Student Services & Office Manager; Registrar.

Employment conditions are in accordance with the Business Manager's Contract of Employment.

1. BROAD PURPOSE

The Business Manager reports directly to the Principal and holds a significant Senior Executive position within the College as a member of the Leadership Team.

The Business Manager has the main role of supporting the Principal to enhance the vision and mission of the College in managing all areas of business administration, finance, risk management, property and facility management and development. The Business Manager has the responsibility to ensure that the administrative and financial services of the College are conducted efficiently and ethically in accordance with established standards and such that all statutory and compliance obligations are met.

The broad and strategic nature of this position means that other projects and tasks will from time to time fall into the responsibility of this role, and the Business Manager must be able to manage time and resources to meet timelines and negotiate favourable outcomes in the best interest of the College. At any time when College policy is not clear, the Business Manager is to refer to the Principal for advice.

2. SPECIAL CONDITIONS

This full-time position (1.0 FTE) requires the College Business Manager to work flexible hours. The incumbent will be required to attend meetings, functions or promotional events as part of, or in addition to, normal working hours. Some duties will need to be performed at times other than during the College Day or when students are in attendance.

The Business Manager will be remunerated in accordance with the Business Manager's Contract of Employment.

3. KEY WORKING RELATIONSHIPS

- Principal and Leadership Team
- College Staff (including direct reports)
- College Students
- Parents/Families/Caregivers
- Partner Primary Schools
- One+
- Tea Tree Gully Council and other stakeholders relating to the Campus

4. KEY RESPONSIBILITIES

Strategic Planning and Leadership

- Contribute to the strategic direction of the College and generation of ideas for improvement, change and innovation in conjunction with Architects and consultants. Oversee capital work projects from tendering through to construction
- Prepare Business Financial Plans (BFP) in association with the College Master Plan and CESA providing financial budgeting recommendations, while monitoring the progress of the College fiscal position. Identify strategic needs, develop, and implement strategies to meet these needs
- Regularly updating and advise the Principal and the Leadership Team of staffing ratios and other expenditure that are appropriate in meeting our financial objectives
- Meet with assigned staff to support Performance, Planning and Development (annually / bi-annually)
- Develop the financial modelling and analysis to set and achieve financial goals and other key performance indicators
- Provide professional advice on business development and strategic direction for the Leadership Team, College Board, committees and staff
- Develop and review College policies and procedures to ensure that the College and finance activities are compliant with CESA, state and federal requirements.
- In collaboration with the Human Resource Manager, provide direction in the use of the latest Enterprise Agreement, Government employment requirements and CESA policies and procedures governing wage rates, benefits and conditions of service to be able to provide advice to the College's Leadership Team
- Provide overall leadership and management of all school support staff (ESO) , either directly or delegated via direct reports

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Financial Management

- Provide Leadership and management of the Business Team, which provides support to the educational function of the College
- Monitor all aspects of the financial operations of the College on a day-to-day basis ensuring that obligations and commitments can be met
- Formulate, monitor and review short and long term financial plans and annual budgets including alignment of the College Business Plan in the context of the Strategic Plan
- Prepare and forward financial reports, analysis and written financial report to the Finance Committee on a monthly basis
- Prepare and forward the KPI report and relevant finance matters (including written finance report) to the Board prior to the meeting
- Ensure authenticity of accounts payable, transactions and EFT
- Oversee the management of legal, contractual, regulatory and company obligations and relationships
- Ensure Finance activities are conducted in line with all relevant College policies and procedures and ensure the College complies with Audit requirements maintaining strong internal controls
- Oversee the Financial Audit and Risk management processes
- Prepare long-range cash flow projections, managing Capital Expenditure and the general cash flow of the school operation
- Validate the annual financial questionnaire, and coordinate Census information and other CESA funding, including Federal and State Education Department requirements
- Review tuition fee structure annually and ensure that this supports the College's financial objectives
- Direct the account processes of the College and ensure that all funds, including College investments, are accounted for according to regulations
- Ensure the Business Team is a highly professional, motivated, collaborative and an effective team
- Active development of individual staff within the Business Team to maximise their potential and output

General Administration

- Oversee the development of policies and effective systems within the business areas
- Provide support in the areas of Workplace Relations and Human Resources
- Oversee the processing of Fees Billing and ensure that they reconcile with enrolment numbers and fees charged with the Business Team
- Oversee the fee collection process with the responsible staff and approve any special financial arrangement for families in conjunction with the South Australian Commission for Catholic Schools (SACCS) Fees Policy and SACCS Fees Procedures
- Oversee the College payroll, monitoring awards governing salaries, benefits and conditions of service key staff including leave entitlements

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- Provide required level of administrative support for College events, functions and projects
- Oversee secure archiving process including matters governed by laws of privacy, and confidential matters such as child protection, HR processes, discipline and grievance issues, are strongly protected through secure storage of confidential papers, files and electronic data
- Exercise a special responsivity for all direct reports

School Resources

- Develop and manage information technology, administration and property and maintenance projects with key ITC and maintenance staff
- In liaison with the Senior Maintenance & Grounds Officer, oversee the use and maintenance of school buildings and equipment and all aspects of security to protect the College assets to a high standard
- Provide advice and oversee policy guidance in areas of Catholic Workplace Health and Safety (CWH&S), Risk Management, legal and compliance matters in collaboration with the Safety, Risk & Compliance Officer, and represent the Leadership Team on the WHS committee
- Oversee annual audits of school resources and maintain an accurate Asset Register
- Supervise the hire/loan of College premises and equipment, and implement policies and fee schedules for these services with other key staff.
- Liaise and negotiate with service providers in respect to the cost and quality of services with key staff
- Develop, oversee and monitor the delivery of contracted services
- Coordinate insurance claims and arrange relevant insurance coverage at all times

Support to the College Board

- Evaluate and report on the operational efficiency of the College systems making recommendations for improvement where appropriate
- Ensure all matters of governance are observed and adhered to
- Provide financial and strategic vision relating to financial matters
- Advise and support to the College Board on matters relating to risk and compliance where appropriate
- Attend all meeting of College Board and Finance subcommittee

One+

- Meet regularly and liaise with the Business Managers from Golden Grove High School and Pedare Christian College regarding the One+ facilities and management of the shared facilities offered by the three schools
- Coordinate with One+ Business Managers the budget process, operations and strategic planning
- Meet with other committees such as DRMC Operations, Recreation and Arts Advisory Committee, ONE+ WHS, Campus Uniform as outlined in the relevant Joint Use Agreements

5. PROFESSIONAL RESPONSIBILITIES

- Operate in accordance with the Charter for Staff in Catholic Schools South Australia
- Have a commitment to uphold and contribute to the ethos of Gleeson College
- Understand the employer's requirements and act in accordance with South Australian Commission for Catholic Schools (SACCS) and the College's policies, guidelines and procedures
- Complete administrative tasks accurately and on time including record keeping and reporting
- Ensure that confidential information is handled appropriately
- Ensure the health, safety and welfare of students and fellow employees
- Develop and maintain effective professional relationships with staff, students, parents and visitors
- High professional standards and the ability to present an appropriate image of the College supporting the dress/uniform requirements
- Attend all meetings and events as requested by the Principal
- Able to communicate effectively with people from a range of backgrounds
- Have exceptional organisational and planning skills
- Highly developed verbal, written and interpersonal skills, which foster effective communication, teamwork, leadership and cooperation across a wide cross section of stakeholders
- Promote and speak well of the College and staff at all times and address any personal concerns about the College with the Principal

6. WORK HEALTH AND SAFETY

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012. As a **Worker** while at work you must:

- Take reasonable care for your own health and safety.
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.



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- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer.
- Cooperate 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.

Reference: Division 4, Section 27 and 28 WHS Act 2012.

7. SPECIFIC REQUIREMENTS

Skills Required

- Demonstrated ability to support the Catholic ethos and values of Gleeson College
- Excellent interpersonal and relationship management skills to communicate and negotiate with a variety of stakeholders and organisations
- Ability to work autonomously, as part of a team and provide team leadership
- Ability to analyse and problem solve with a high attention to detail, sound judgement and excellent decision-making
- Flexibility in approach and can manage competing timelines and tasks, in a timely manner
- Excellent maintenance of records, including accurate and up to date personnel files and records for all staff, keeping all records confidential
- High professional standards and the ability to present a professional image of the College
- Ability to actively participate in personal and professional training.

Qualifications & Knowledge:

- A bachelor's degree in business (majoring in accounting or finance), or other relevant degree (*desirable*)
- Master of Business Administration (MBA) (*desirable*)
- Certified Public Accountant (CPA) or Chartered Accountant (CA) (*desirable*)
- An understanding and working knowledge of College and Catholic Education South Australia (CESA) and SACCS policies and procedures as a Diocesan school (*desirable*)
- High level of proficiency in the Microsoft Office Suite
- Aptitude for the management of various databases and software packages
- Demonstrated experience in managing corporate services, with outstanding leadership, management and administrative skills
- Clearance to work in Catholic Education and Current DCSI/Working with Children Check/Catholic Police Check
- Responding to Risks of Harm Abuse and Neglect – Education and Care (RRHAN-EC) mandatory training
- HLTAID012 First Aid Training (Provide an emergency first aid response in an education and care setting)

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- CESA Staff do not need to be vaccinated against COVID-19 as a condition of employment, with the exception of CESA Staff working in High-Risk Settings. CESA Staff are however strongly encouraged to have and maintain an Up-To-Date Vaccination Status in accordance with the ATAGI statement. The vaccination requirement for CESA Staff working in High-Risk Settings is a condition of employment or engagement unless an exemption is approved in accordance with the CESA COVID-19 Vaccination Policy

8. PERFORMANCE REVIEW

- The employee must undertake a performance review as detailed in the Business Manager's Contract of Employment
- The employee must engage in formal performance appraisals during the tenure

SIGNED

Principal or Delegate: 

Date: 11 / 04 / 2025

Employee:

Date: / /