



## Position Description

---

<b>Title:</b>	Business Manager
<b>Section:</b>	Whole School
<b>Terms of Employment:</b>	Permanent 60.8 - 76 hours per fortnight
<b>FTE:</b>	0.8 – 1.0

---

**Brief Description of Role:** The Business Manager is responsible for ensuring the existence of appropriate financial controls and ensuring compliance with all legislative and statutory obligations.

**Key Performance Measures:**

1. Timely and accurate financial reporting
2. Financial surpluses in accordance with the School's Strategic Plan

**KEY RESPONSIBILITIES**

**Reporting:**

1. Preparation of monthly and year to date P&L, Balance Sheet and Cash Flow reports
2. Preparation of annual budgets, phased by month
3. Management of year end financial audit
4. Preparation of financial and other reports as may be required from time to time by external funding bodies and registration authorities
5. Monthly IAS and quarterly BAS reports to the Taxation Office

**School Assets:**

1. Maintenance of an appropriate Fixed Asset Register
2. Ensure that School assets are adequately insured
3. Oversee School purchasing processes including ordering, receipting and payment of invoices

**Funding:**

1. Ensure that fee levels are appropriate to cover the cost base of the School
2. Ensure that fees are invoiced quarterly and that appropriate debt collection processes are in place
3. Ensure receipt of available Federal and State Government recurrent funding
4. Prepare applications for relevant capital grants

**Human Resources:**

1. Ensure staff records, including contracts of employment, qualifications and training records are appropriately maintained
2. Check that fortnightly salaries are calculated and paid correctly
3. Manage non-classroom based staff including clerical/reception, computing and grounds/maintenance

**TSSF Public Officer:**

1. Fulfil the obligations of the Tarremah Steiner School Foundation's Public Officer on behalf of the School Council

**Professional Development:**

1. Keep up to date with current financial management, WHS and HR issues through periodic attendance at appropriate courses and seminars

**Other:**

1. Other duties as directed from time to time by the School Executive or the School Chair

**SELECTION CRITERIA****Knowledge & Skills:**

1. Accounting or similar financial qualification, or extensive experience in financial management
2. At least 5 years' experience in a similar sized business unit, preferably a school
3. Sound knowledge of WHS and HR management practices
4. Excellent communication and interpersonal skills
5. Ability to work collegially with a wide range of staff and parents in the School community
6. Demonstrates initiative in improving business procedures
7. High levels of organisation and time management
8. Ability to work collaboratively within a republican, distributed management model

**Essential Qualifications:**

1. A current first aid certificate
2. A current Working With Vulnerable People registration

**Reporting and Decision-making Structure:**

1. The Business Manager is a member of the School Executive and may attend School Council meetings on an ex-officio basis
2. The Business manager will provide regular reports to both bodies

**Work Environment:**

The School is committed to providing a safe and healthy work environment. Employees are expected to participate in maintaining safe work conditions and promote work practices free of discrimination and harassment. The School is a smoke free environment.

**Code of Conduct:**

The School's Code of Conduct complements the TSSF Constitution and requires employees to act appropriately in the course of their duties and to maintain the confidence of the community in all the activities of the School.