



**PEDARE**

We are **one**. We are **Pedare**.

**BUSINESS MANAGER**

**PEDARE CHRISTIAN COLLEGE**

**JOB & PERSON SPECIFICATION**

**MARCH 2019**

# OVERVIEW

## ORGANISATION CONTEXT

Founded in 1986 by the Anglican and Uniting Churches, Pedare Christian College is a coeducational independent day school, located in Golden Grove, for students from Reception to Year 12. At the commencement of 2019 the College came together on one R-12 campus following a major redevelopment program. Pedare enjoys a well-earned reputation for academic excellence and a commitment to helping students flourish through involvement in a broad extra-curricular program of music and sport.

Pedare is proud to have played a vital role in the education and social development of young men and women, encouraging them to realise their full potential. Many Pedare graduates have become significant leaders in their chosen careers and fields of endeavour. They have all had the benefit of one of the best available educations, and the friendships they have forged with their fellow students have been enduring and enriching.

State-of-art buildings, courtyards and sporting facilities provide an environment which enhances the abundant educational opportunities available to all students and, with all facilities on site, Pedare provides students with a safe and secure campus.

Further information is available at [www.pedarecc.sa.edu.au](http://www.pedarecc.sa.edu.au)

## VISION, MISSION & VALUES

### Our Vision

Fostering partnerships with families enabling students to

- excel in learning
- be globally focused
- have a strong sense of self-worth
- make a difference in the community

### Our Mission

Pedare provides quality education in a unique multi campus environment

We are an inclusive, vibrant, globally oriented learning community where all can grow in mind, body and spirit, nurtured in God's love through Christ

### Our Core Values

#### Students Come First

Pedare develops in students:

**Self worth**  
**Knowledge**  
**Community**  
**& Self Discipline**

#### Christian Values

Pedare nurtures the Christian values of:

**Faith**  
**Compassion**  
**Service**  
**Acceptance**  
**& Understanding**

#### We Will Be Bold

Pedare is bold in upholding:

**Excellence**  
**Integrity**  
**Commitment**  
**&**  
**Pride**

## **JOB SPECIFICATION**

**POSITION:** BUSINESS MANAGER

**RESPONSIBLE TO:** THE PRINCIPAL

### **POSITION OVERVIEW**

The Business Manager takes responsibility for the overall management of the financial strategy and control of the College in conjunction with the Principal and the Board. This includes responsibility for the delivery of comprehensive finance, accounting and reporting services for the College including budget management and analysis, short and long term financial planning, commercial analysis, procurement and reporting for effective decision making.

The position is also accountable for the efficient and effective leadership of the property and facilities function including providing positive team leadership, management and development of the finance and property staff.

The incumbent will be expected to join a range of Board and committees in relation to the College's affairs and business matters. These committee meetings are often held outside of normal business hours.

### **OVERALL RESPONSIBILITIES**

The Business Manager's key areas of responsibility include:

- managing the business and financial affairs of the College and associated bodies;
  - timely and accurate preparation of financial reporting that meets management, statutory and audit requirements;
  - managing Pedare's performance and financial position through developing annual operating and capital budgets; monitoring and reporting against those budgets to ensure the College has sufficient funds to manage its assets and carry out its operations effectively and efficiently;
  - providing commentary and insight to the Principal and the Board on significant issues arising from financial reports and performance;
  - providing longer-term financial modelling to meet the strategic goals and master planning;
  - providing overall management, development and maintenance of finance IT systems in conjunction with the ICT Manager;
  - providing reports to the College Board in regard to current financial position and short and long range strategic financial planning;
  - supporting finance related committees and preparing necessary papers for the Finance, Governance, and Property and Grounds committees;
  - management and maintenance of buildings, property and grounds;
  - overseeing risk and compliance throughout the College;
  - managing the security, maintenance and ongoing development of the College's assets;
  - leading, managing, mentoring and developing the finance and property and grounds staff;
  - ensuring the College maintains comprehensive records in regard to financial, historical and student information;
  - negotiating and administering commercial contracts and critical service providers including but not limited to the catering, cleaning, and bus service functions;
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## **JOB SPECIFICATION**

### *Overall responsibilities cont...*

- performing the duties of Secretary to the College Board, including preparing AGM reports and oversight of Board requirements;
- Identify new business opportunities and formulate commercially viable strategies to translate them into practice;
- supporting the Pedare Board in the delivery of relevant strategic priorities that support College growth and development including, establishment of a College Foundation;
- Overseeing the College's contractual relationships with the Minister of Education for Pedare's use of the ONE + Shared Facilities, with the Tea Tree Gully Council for the College's shared usage of the Golden Grove Recreation & Arts Centre and the leasing arrangements of the Journey Uniting Church
- maintaining effective administrative, financial and governance policies and procedures;
- overseeing risk management and compliance;
- establishing effective strategic and operational relationships with key partners and stakeholders including government authorities and professional organisations;
- performing other duties as determined by the Principal and College Board from time to time.

### **SPECIFIC RESPONSIBILITIES**

#### **Management, Leadership and Development**

The Business Manager is responsible for providing strong and effective leadership to staff, promoting and nurturing a high performing team with a strong customer focus and a flexible and supportive approach. This includes:

- oversee the recruitment, performance, appraisal, reward and professional development of staff within the finance, property and grounds and IT teams;
- exercising responsibility for staff morale and team building;
- maintaining a culture of performance, professionalism and continuous improvement;
- promoting, implementing and monitoring WH&S requirements and ensuring the teams operate within the provisions of associated legislation;
- applying appropriate industrial awards governing rates of pay, benefits and conditions of service;
- ensuring professional conduct, behaviour and performance aligned to the College's vision, mission and values at an individual and team level.

#### **Strategic Management**

- contribute to the strategic planning process with the Principal, Board and College Leadership Team;
  - develop, implement and manage the business plan and associated key performance indicators for finance and property services;
  - prepare and present quarterly reports against the strategic plan and relevant performance indicators;
  - provide strategic, timely and relevant advice to the Principal and College Board to support effective decision making based on longer term modelling.
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## **JOB SPECIFICATION**

### **Financial Management**

The Business Manager is required to work closely with the Principal in preparing the annual business plan and budget, and to contribute proactively to the overall long term strategic direction of the College.

The role also involves overseeing all accounting and reporting functions including:

- preparation, coordination, compiling and delivery of the annual budget including coordinating timely submissions of budgets, analysing budget submissions;
- preparation of management reports, statutory accounts and annual financial statements;
- overseeing the delivery of State and Federal Government reports and submissions as required;
- liaising with the Community Relations Manager with regard to fund raising activities;
- investment of short term deposits and Investment Funds;
- undertaking the adhoc development of business cases, projects and reports;
- providing support and advice to the College's Leadership Team and other Managers in respect of financial and accounting matters;
- managing the payroll process, ensuring Workers Compensation and Superannuation reporting is met in a timely and accurate manner;
- managing the working capital requirements of the business including Bank relationship and funding negotiations;
- completion and lodgement of returns including Census, Federal and State questionnaires;
- managing insurance and superannuation administration;
- the overseeing of fee accounts, concessions and collection;
- ensuring the College teams meet their compliance obligations in respect of all areas of operation and responsibility including annual Statutory Accounts, monthly BAS, FBT etc;
- liaising with external auditors and oversee annual audit reviews;
- ensuring compliance with delegations framework.

### **Physical Resources**

- maintaining and developing a preventative maintenance program for all buildings, grounds, furnishings, equipment, plant, machinery, technology and communications systems and motor vehicle;
  - overseeing security and co-ordinating the hire of facilities;
  - providing relevant expertise and oversight in the management of the capital works program and master plan;
  - managing, negotiating and reviewing all insurance policies and claims;
  - managing the planning, development, funding and approval processes for all new capital projects and their implementation
  - participating in strategic campus planning and overseeing the construction of new facilities and refurbishment of existing facilities;
  - liaising with external contractors with regard to catering and cleaning.
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## PERSON SPECIFICATION

### College/Community Relations

As part of this role, the Business Manager will participate widely in the life of the College, including:

- liaising with and providing support to College community groups such as the Old Scholars Association and the Parents' and Friends' Association;
- facilitating interaction between staff, students, parents and the general community;
- maintaining active involvement in appropriate professional associations;
- promoting the College in the wider community.

Staff at Pedare Christian College are committed to the following practices which underlie a successful education experience for our students.

*Where appropriate in their contact with students, all Pedare staff will:*

- provide an environment that is safe, positive, caring and respectful;
- be enthusiastic in promoting student learning;
- encourage all students to develop their independence;
- encourage critical thinking, problem solving and cooperative practices.

*In their professional practice, all Pedare staff will:*

- strive for continuous improvement through reflective practice, professional learning and participation in a supportive appraisal process;
- work collaboratively and positively;
- uphold the aims, values and vision of the College.

### EDUCATION & QUALIFICATIONS

- tertiary qualifications in either finance, accounting or relevant business management discipline are essential;
- CA/CPA status is desirable and post-graduate qualifications will be considered advantageous;
- current certificate for training in Responding to Abuse and Neglect – Education and Care (formerly, Mandatory Notification);
- a current Criminal History Assessment (National Police Check), with results considered satisfactory by the College.

### KNOWLEDGE, SKILLS & EXPERIENCE

The successful candidate will:

- have proven skills in strategic financial management and possess the ability to take a broad, contextual approach to commercial and business management;
  - have extensive experience in a leadership role which includes leadership relating to a team of qualified administrative staff providing financial management, accounting and reporting services;
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*Knowledge, skills & experience cont...*

- possess a high level of technological literacy in a business environment, including experience in the implementation and management of financial management systems;
  - demonstrate experience leading and delivering the annual budget process within a medium to large organisation;
  - possess excellent written and verbal communication skills with a high level of comfort consulting with a wide range of people;
  - work autonomously, but also contribute proactively to the College Leadership Team, gaining their confidence and respect;
  - the experience of working in an educational environment is desirable however is not essential;
  - demonstrate a strong commitment to initiating and driving change with demonstrated resilience, creativity and energy;
  - at all times, maintain absolute confidentiality and discretion regarding College matters, and at all times act with the utmost integrity;
  - experience in procurement and contract negotiation and management;
  - be able to effectively prioritise self and team workload to meet agreed timelines and all deadlines;
  - be committed to the promotion of a culture of continuous improvement and efficiency;
  - have an analytical and lateral approach to problem solving;
  - be commercially astute and forward thinking;
  - contribute positively to the evaluation of new concepts;
  - be willing to contribute to the broad aspects of the Pedare community by establishing and maintaining effective relationships with key stakeholders;
  - demonstrate a collegiate, consultative and inclusive approach in working with colleagues and stakeholders to support and achieve the best overall outcomes for the College;
  - promote and support the educational culture and Christian ethos of the College.
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## HOW TO APPLY

Applications should be addressed to Andrew Reed. Please visit [henderconsulting.com.au](http://henderconsulting.com.au) to apply.

For a confidential telephone discussion, please call Andrew or Christian Gaszner (08) 8100 8827.

### **Please Note**

Your application will be automatically acknowledged by a return email.

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