



BUSINESS MANAGER

JOB & PERSON SPECIFICATION

AUGUST 2024

POSITION TITLE	Business Manager
CLASSIFICATION	Salary will be negotiated according to qualifications and experience. Salary packaging is available.
CONDITIONS	Some out of hours work may be needed. 6 weeks annual leave On site parking available Some opportunities to work from home.
TENURE	5 year Contract 0.8 to 1.0 renewable

Suneden Specialist School is a low fee, specialist school in Mitchell Park catering for students with intellectual disabilities from Reception to Year 12. The school has a total enrolment of 70 students across 9 classes. Each class is supported by a class teacher and a minimum of two classroom support staff, as well as by the allied health team consisting of a Speech Pathologist, Occupational Therapist and Behaviour Support Advisor.

Learning at Suneden is underpinned by our school motto of Learn, Grow, Shine. There is a strong emphasis on the development of literacy and numeracy skills, communication skills, self-regulation, physical and emotional well-being, independence and community participation.

The school is highly regarded in the community as a leader in the field of Special Education.

PRIMARY RESPONSIBILITIES

- Manage the business and financial affairs of the School, including reporting to the Board and Principals.
- Manage and maintain the facilities and property of the School.
- Develop financial structures and systems which support and enhance the educational aims of the School.
- Work closely with the Principals and Board to provide strong and sustainable long-term financial management of the School, including development of financial strategies and goals.
- Support and make recommendations to the Principals where financial and business input is required, including the evaluation of new business initiatives and advice regarding the impact of changes in key revenue and expense items
- Ensure compliance with Commonwealth and State Government requirements and statutory obligations
- Supervise the finance/payroll officer
- Ensure effective risk management policies and practices are in place including Work Health and Safety, disaster recovery, and third party contract management
- Work autonomously and contribute proactively to the positive culture of the School
- Maintain high standards of professional appearance and behaviour, adhering to the School's Staff Code of Conduct

- Perform other duties as determined by the Principals and/or the School Board

The following are intended to describe the general nature and level of work required. They are not intended to be an exhaustive list of all responsibilities, duties or demands of the role.

Business and Financial Management

- Develop and maintain a business continuity plan
- Develop, recommend and implement contemporary business management practices, accounting systems, policies and procedures
- Supervise and control School accounting functions, ensuring accurate recording of School expenditure and income, loans, debtors, creditors, etc.
- Provide overall management, development and maintenance of finance IT systems
- Ensure the School maintains accurate records in regards to financial information
- Maintain effective administrative and financial policies and procedures
- Oversee the preparation of the School's budget and ongoing monitoring and management of expenditure, including preparation of monthly reports
- Monitor and where necessary, recommend and implement, strong systems of internal control regarding income and expenditure
- Negotiate business contracts with suppliers within budget parameters
- Provide timely and accurate preparation of financial reporting that meets management, statutory and audit requirements, including profit and loss balance sheets, monthly and quarterly reports, annual financial statements.
- Provide adequate, timely and appropriate advice to allow the Principals to make informed decisions relating to the management of the whole School
- Oversee the payment of creditors, control of debtors and receipting of school fees and other income
- Manage insurance and superannuation administration
- Provide longer term financial forecasting including 5 year and ten year forecasts
- Manage the planning, development, funding, approval and reporting processes for all new capital projects
- Oversee staff payroll and associated matters such as salary packaging, superannuation and taxation
- Ensure employee salary, wages, and superannuation requirements are met and provide assistance as required with renegotiation of the Enterprise Agreement.
- Assist the Principals with any industrial matters
- Maintain accurate staff records for pay, salary packaging arrangements, annual, sick and long service leave and any other necessary information
- Oversee Return to Work claims and ensure workers compensation reporting is completed in a timely and accurate manner
- Provide direct supervision of the School Finance Officer/ Payroll Officer
- Attend Staff Meetings and Board meetings as needed.

- Maintain regular contact with the school's bankers, legal advisers, auditors and other major contacts, Association of Independent Schools of SA, local, State and Commonwealth authorities for the purpose of effectively managing the school's financial position and negotiating effectively for the school as necessary
- Attend training and professional learning programs to maintain the skillset necessary for this role.

Facilities/Property Management

- Manage, negotiate and review all School insurance policies and claims
- Oversee the management and maintenance of buildings, property and grounds
- Develop and maintain a maintenance schedule for all buildings, grounds, furnishings, equipment, technology, communication systems and vehicles
- Undertake Fire Warden Responsibilities
- Manage the security and maintenance of the school's assets
- Oversee the engagement and performance of contractors (e.g. Cleaning, IT, Grounds, Security)
- Oversee the construction of new facilities and the refurbishment of existing facilities
- Attend to maintenance issues as needed.

Risk Management and Compliance

- Oversee risk management and compliance
- Identify, control and review risks in conjunction with the Principals and the School Board, using a risk management approach, and develop and maintain a risk register
- Keep up to date with all Local, State and Federal Government policies, regulations and legislation impacting on the School
- Ensure that all activities of the School comply with the relevant Government Legislation
- Ensure the School meets all compliance requirements including ACNC and FBT annual returns, Financial Questionnaire, Student Residential Address Collection and Business Activity Statements
- Ensure that all Incorporated Association returns are forwarded to the office of Consumer and Business Affairs.

Reports to:

The Business Manager reports directly to the Principals.

Qualifications and Requirements

- Tertiary qualifications in Accounting, Finance, Business Administration, or similar
- Certified Practising Accountant (CPA) or Chartered Accountant (CA)
- Current Working with Children Check (WWCC)
- National Police Clearance
- Current First Aid Certificate



HOW TO APPLY

Applications including a cover letter and CV should be addressed to Andrew Reed and Bernie Dyer. Please visit henderconsulting.com.au to apply.

For a confidential discussion, please call (08) 8100 8827.

Please Note

Your application will be automatically acknowledged by a return email.