



BUSINESS MANAGER

JOB & PERSON SPECIFICATION

FEBRUARY 2025

THOMAS MORE COLLEGE

Position Information Document



*Thomas More College believes education is at the heart of a life well lived. It is a philosophy we instil in our students and one which underpins our College maxim of **Learn More • Live More • Be More.***

Title:	Business Manager		
Stream:	Leadership (Non-Teaching)	ESO Grade:	n/a
Hours/Days of Work	8:00am – 4:00pm Monday to Friday*	Weeks Per Year:	52

**(plus additional as required)*

PURPOSE OF ROLE

The Business Manager has responsibility with the Principal and the College Board for the financial, resource operations, business management of the College. The Business Manager supervises the Education Support Officers in the College.

The Business Manager is responsible to the Principal with the following key objectives in mind:

1. Maintain the integrity of all financials records
2. Develop and implement a sound financial plan (including Annual and Five-Year budgets) to ensure that the College is placed in a strong financial position
3. Show discretion, confidentiality and honesty in the dealings with the College Leadership and wider community. Forward plan future developments, project manage and maintain the College's assets at the highest possible level with careful consideration of ecological and sustainability issues
4. Develop, manage and maintain strong business relationships with Non-Teaching Staff
5. Demonstrate a strong commitment to the Catholic ethos of the College
6. Comply with all CESA, SACCS and Government regulations, policies and procedures
7. Comply with Insurances, Workplace Health and Safety regulations and rendition of returns to government
8. Achieving the goals as set out in an Annual Personal Performance Plan.

PERSON SPECIFICATION

Knowledge, experience, abilities and qualifications

- A bachelor's degree in business (majoring in accounting or finance), or other relevant degree
- Master of Business Administration (MBA) (*desirable*)
- Certified Public Accountant (CPA) or Chartered Accountant (CA)
- Demonstrated strategic management experience

- Experience in managing corporate services, with outstanding leadership, management and administrative skills
- Knowledge of, and competency with, various modern accounting and finance packages.

Skills

- Highly developed organisational skills
- Highly developed verbal and written communication skills with a broad range of stakeholders
- High level of proficiency in Microsoft Office Suite/Office 365
- Strong relationship management, interpersonal and networking skills
- A high level of attention to detail
- Strong customer service skills coupled with a demonstrated ability to deal with a broad range of people from diverse backgrounds with tact and discretion.

ALL TMC STAFF SPECIFICATIONS

- Be part of a College Community and represent the College in a professional and friendly manner
- Contribute to the Community to ensure we provide a school that values and promotes the:
 - Wisdom to Seek
 - Courage to Thrive
 - Power to Change
- Confident, knowledgeable, and successful in the responsibilities required to be undertaken for the College Community
- Continuous learning and professional development to generate and evaluate ideas
- Achieve personal goals and College strategic goals
- Develop respectful, professional and successful relationships with members of the College Community and provide a great example for work colleagues
- Come to work each day with a positive outlook and a willingness to support and motivate others, and to achieve excellence.

KEY RESPONSIBILITIES

Responsibilities include, but are not limited to:

- Participate as a member of the Executive Leadership Team, providing in-depth financial expertise and ESO leadership
- Oversee the financial records and management of the College, including cash flow, reports and reconciliations
- Manage the College's assets, including appropriate insurances, registers, and the management of third-party services
- Lead the College's Non-Teaching and Non-Classroom staff, including supporting Specialist Managers and functions
- Oversee contracts with third-parties or the hiring/loan of College equipment or premises
- Represent the Executive Leadership Team on the College's WHS committee.

SPECIFIC RESPONSIBILITIES

Responsibilities include but are not limited to:

Leadership and Strategy

- Attend and actively participate in College Executive and College Board meetings
- Negotiate and provide sound directional advice in the decision-making processes for the College Leadership and Board that incorporates an in-depth knowledge of the College's financial direction
- Provide in-depth knowledge of the College's financial and operational functions to the Executive Team and College Board
- Plan and manage change in accordance with the College Development and Strategic Plan that incorporates the Master Plan
- Provide overall leadership and management of all school support staff (Education Support Officers), either directly or delegated via direct reports.

Financial Records and Management

- Develop and supervise accounting policies and procedures ensuring that there is proper accounting control over all financial operations of the College
- Manage cash flow and all loan requirements
- Prepare both Annual and Five-Year Budgets and monitor their progress regularly. Updated monthly reports are to be provided to the Finance Committee for presentation to the College Board against actual results with variances noted
- Ensure the authenticity of all income and expenditure items and transactions against purchase orders, invoices and payment processes (EFT, cheque)
- Lead the processing of Fee Billing and ensure that the figures reconcile, and all students are charged or refunded as per schedules and policies, and delegated authority
- Review all College Tuition Fees & associated charges and ensure that this will support the College's financial objectives and ensure best practices and structures are in place
- Liaise with the College Auditors in respect to the audit of the financial statements and relevant Government returns. Comply with the audit recommendations to ensure the authenticity of the financial records and the safety of the College's assets
- Lead the preparation of the financial statements each month and year and statutory returns such as the Financial Questionnaire
- Oversee and/or complete the preparation of all Government financial returns and College/System returns – i.e. BAS, ABS & FBT and Somerset Surveys
- Regularly update and advise the Principal and the College Executive Team of staffing levels and other expenditure that are appropriate in meeting our financial objectives
- Understand the funding mechanisms of the Catholic Education Office and both the State and Federal Governments
- Make assessments for families requiring fee assistance due to financial hardship. Approve Board Remissions and ensure appropriate documentation is recorded
- Maintain a firm control over outstanding “debtors” by reviewing this on a regular basis and following through with responsible staff. Lead the Finance Team in actively pursuing all outstanding fees to ensure that they are collected on a timely basis or other processes are put in place. Action debtors as per College Policy and Procedure
- Act in the role of “Public Officer” for Taxation and Incorporation purposes
- Prepare the Finance Committee Meetings for the College Board Representative

Asset Management

- Assist in the development of the College's Five-Year Strategic Plan and Master Planning processes that will determine the future capital needs of the College
- Maintain an accurate Asset Register
- Negotiate with architects and builders; pursue plans and specifications; lodge applications for grants (if applicable); and generally, oversee capital work projects from tendering through to construction
- Conduct meetings with the Information Technology Manager on a regular basis to plan for future programs and developments
- Liaise with the Operations Maintenance Manager to ensure that staff accountable for the maintenance of buildings and grounds, are performing their functions to a high standard
- In liaison with the Operations Maintenance Manager, ensure the security infrastructure in place is sound and monitored to a high level of effectiveness
- In liaison with the Operations Maintenance Manager, investigate ways of improving running costs (such as light & power, security etc.)
- Monitor, assess and review contractual obligations for outsourced school services with the Operations Maintenance Manager, e.g., plumbing, electrical work etc, and small building projects
- Lead, regularly assess and report on the operation and performance of the College Uniform Shop located on the College grounds
- Ensure that all College assets are covered by the appropriate insurance cover at all times
- Process all insurance claims.

People Operations

- Assume responsibility for the supervision of all non-teaching staff (excluding Curriculum Education Support Officers), either directly or via Line Managers
- Meet with staff on a regular basis (either informally or formally) to update their performance, professional development and workplace requirements. A professional reflection for each staff member should be completed annually
- Along with the HR Manager, be a key person to 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 sound advice to the College's Executive Team
- Along with the HR Manager, be actively involved in the appointment of staff under the Business Manager's direction or delegate to appropriate Line Managers. Ensure all appointments are in line with the EA and CESA policy
- Manage the Payroll function of the College including ensuring authenticity to the budget, compliance with the Award and ensuring relevant Superannuation, Salary Sacrifices and WorkCover records are maintained and paid on a timely basis
- Complete all statutory returns as required including ABS and WorkCover and manage Government Census returns to ensure their authenticity
- Oversee and provide operational advice for team leadership to the following operational teams: HR, Admin, Finance, Operations Maintenance, ICT, the Enrolments Registrar, and Uniform Shop Manager.

Operational

- Supervise the hire/loan of College premises and equipment and implement policies and fee schedules for these services with other key staff
- Negotiate any new contracts or exits from contracts as recommended by the College Board
- Oversee the Canteen, Cleaning and other contractor's services which includes:

- The tender documentation, contract negotiations and settlement
- Liaising any concerns or opportunities with the contractors to improve our services
- Ensuring that the contracts comply with our safety and behavioural standards of the College
- Analyse the operating performance of the contracts and provide direction for improved services and performance levels.

Marketing and Community Relations

- Provide support and direction to the Marketing team to ensure that the College is promoted in the best light, upholding its Catholic ethos and integrity
- Be involved in the development of the Marketing Plan and Budget
- Provide advice to the College Executive Team on matters relating to the College's profile and provide options to promote the College profile
- Attend Marketing Meetings when they are held
- Support all College functions as much as possible.

Administration

- Ensure the timely and accurate rendition of all Financial and Enrolments Census returns to Government Regulatory Authorities and the Catholic Education Office with the Principal's PA
- Ensure all official records of the College are preserved in safekeeping with other key staff.

Workplace Health & Safety (WH&S)

- As a member of the College's Executive Team actively adhere to the College's WHS policies
- Represent the Executive Team on the WHS Committee
- As a worker of the College, 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
 - Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer, and
 - 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.

Reference: Division 4, Section 28 WHS Act 2012

These responsibilities may vary from time to time after negotiation with the Principal.

PROFESSIONAL DEVELOPMENT

- Attend professional development and training required by the College
- Actively seek opportunities to increase knowledge, experience and skills held.

CATHOLIC ETHOS

- All staff at Thomas More College are expected to affirm and support the Catholic values and the Religious life of the College

- Where appropriate opportunities present, become involved in the life of the College, including attendance at school Masses/celebrations, staff meetings, and involvement in College events.

POLICIES, PROCEDURES AND GUIDELINES

- Comply with all College and South Australian Commission for Catholic Schools Inc (SACCS) policies, procedures and guidelines
- Contribute to the development of relevant policies, procedures and guidelines.

REPORTING / WORKING RELATIONSHIPS

The Business Manager reports directly to the Principal.

Key Working Relationships:

- Executive Leadership Team
- College Board
- Deputy Principal
- Administration Leadership Team

The Principal is responsible for the employment of all staff at Thomas More College.

WHS REQUIREMENTS

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012. As a worker, 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
- 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 28, WHS Act 2021

SPECIFIC REQUIREMENTS

- Current Catholic Clearance
- Current Working with Children Check (WWCC)
- Current HLTAID012 - First Aid in an Education and Care Setting
- Current RRHAN certification.

AGREEMENT

The requirements of this Position Information Document are intended to describe the general nature and responsibility of work in this role. These statements are not to be construed as an exhaustive list of all duties, tasks and skills required of the role. This description should be read in conjunction with the relevant Employment

Conditions and the Enterprise Agreement. Employees will also be required to follow any other role-related instructions and College policies, and to perform other duties requested by the Principal to support the College's compliance with its legislative obligations. The Principal (or delegate) may, through consultation with the employee, vary the responsibilities of the position as required, but within the skills and responsibility levels appropriate to this position.

PERFORMANCE REVIEW / REFLECTION

The employee must undertake a review / reflection on an annual basis
On the first anniversary of your appointment and biennially thereafter, or at another mutually agreed time, consultation will occur between the employer and the employee to ensure that the duty statement is accurate.



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.