



BUSINESS MANAGER

AL-AMEEN COLLEGE AND AFIC SCHOOLS (WA) LIMITED ACN 105 364 332

POSITION DESCRIPTION DATED JULY 2021

GENERAL SUMMARY:

The primary roles of the Business Manager are to: manage and oversee the business and financial functions of AFIC Schools (WA) Limited (“**ASWL**”); provide assistance and support to the Principal of Al-Ameen College (the “**College**”) who is the Chief Executive Officer of the College; and to provide secretarial services to the Board in accordance with management requirements and statutory demands.

This dual role requires a high level of managerial expertise, including leadership, and the ability to consult, delegate, analyse and plan financial, secretarial and reporting functions within ASWL and the College.

The Business Manager is a member of the College senior management and is responsible for the business management of the College and separately for that of ASWL as required. This dual role requires the Business Manager to ensure both the non-academic aspects of the College and the operation of ASWL are undertaken efficiently and professionally.

The Business Manager is required to apply broad human resource skills and knowledge, as well as applying and exhibiting high levels of financial and other management and interpersonal skills in assisting and supporting the Principal of the College and the ASWL Board; as well as assisting and supporting the ASWL Board with separate or related projects undertaken by ASWL which may not be part of any College project or activity.

SCOPE AND NATURE OF THE POSITION:

The Business Manager reports directly to and is accountable to the College Board for all College related activities noted in this Position Description and must keep the Principal informed, usually in advance, and prior to reporting to the College Board, in relation to matters regarding the College, whether incidental or not.

The Business Manager has various secondary roles: these are Board secretary together with any other ASWL business or development projects. For certainty the secondary roles of the Business Manager require direct reporting to the Board. For further certainty, the secondary roles do not include academic and curriculum requirements of the College.

As a member of senior management, the Business Manager is a key advisor to the Board and to the Principal.

The Business Manager must: maintain integrity and confidentiality in dealing with issues of a sensitive nature; and demonstrate high-level communication skills with stakeholders including government agencies, third party organisations, and local authorities.

KEY RESPONSIBILITIES:

The Business Manager is responsible for:

1. Effective Financial Management

Effective management of the College finances so that the short and long-term goals of the College can be realised. This includes:

- Ensuring that there is proper accounting and control of all financial operations of the College;
- Development of financial and administrative policy for approval by the Board and where applicable the Principal ;
- Preparing end-of-year financial statements and statutory returns, including BAS, and other annual or periodic returns, in accordance with corporations, taxation, and other relevant legislation and regulations;
- Monitoring and managing College cash flow;
- Debtor management;
- Creditor management;
- Financial management responsibilities for long term business planning and budgeting, including the development of financial strategies, goals and KPIs;
- Preparing the annual budget and financial plans for all aspects of College operations, in consultation with the Principal, staff and Board as appropriate;
- Liaising with the College auditors on audits of the financial statements and relevant Government returns, ensuring that these statements and returns are lodged within the prescribed time;
- Preparing financial management reports as required;
- As far as practical, complying with the AASB Accounting Standards;
- Being responsible as the “Approved Authority”, for financial matters in relation to the Department of Education (lodgement of College’s Annual Financial Questionnaire) and ACNC (lodgement of Annual Information Statement) and any other related compliance requirements;
- Keeping the Board advised of all local, State and Federal government policies, regulations and legislation in so far as they affect the College, including but not limited to taxation legislation in relation to GST, PAYG and superannuation;
- Maintaining a strong understanding of independent schools’ funding, with particular emphasis on Commonwealth and State Government funding arrangements;
- Researching, preparation and lodgement of loan and grant applications to relevant funding bodies, and liaising with the relevant bodies regarding these processes; and
- Acting as “Public Officer” for taxation and incorporation purposes.

The Business Manager has authority to spend funds approved in the annual budget or otherwise with the approval of the Board.

2. Effective management and development of the College Human Resources (HR) System, including:

- Collection, storage and maintenance of all HR data;

- Advising and updating the Principal on new and existing staff salary levels and conditions of employment in accordance with relevant awards, enterprise agreements, or other employment contracts;
- Liaise with the WA Department of Education WA, unions (where applicable), AISWA or legal advisors and consultants when necessary, in relation to industrial relations matters;
- Overseeing the payroll function of the College, ensuring that: staff payroll is processed on a timely basis; statutory records are maintained to comply with relevant awards and enterprise agreements; leave records are maintained in compliance with relevant Acts, awards and enterprise agreements; and all relevant superannuation, salary continuance, Workcover and employee benefits records are maintained and paid on a timely basis.

3. Effective management and development of the College Financial and Administrative Management System, including:

- Overseeing the management of the accounting system; and ensuring that the accounting system is properly maintained.
- Overseeing the corporate filing system; maintaining taxation and corporate records in compliance with relevant Legislation; and maintaining College records in accordance with the archive policy.
- Ensuring that College assets have appropriate insurance cover; identifying areas of risk; performing appropriate risk assessments; and processing insurance claims.
- Overseeing the operation of the uniform shop and the College canteen.

4. Effective management and development of the College Work Health & Safety System, including:

- Chairing of the Workplace Health & Safety (“WHS”) Committee in line with Work Health and Safety and Workers Compensation requirements.
- Developing personnel policies and procedures including a WHS Policy, a Rehabilitation Policy, a First Aid Policy and other relevant personnel forms, policies and procedures.
- Performing other WHS duties as required, including: administering workers compensation returns, claims and insurance; liaising with occupational health providers in the event of workers compensation claims requiring rehabilitation; handling the rehabilitation program under workers compensation claims; and monitoring and review of WHS training of all staff.

5. Effective project management and development of the College’s facilities and maintenance resources, including:

- Responsibility for the oversight, coordination and reporting of all College capital works planning and projects.
- Arranging leasing if required including motor vehicle fleet management and computer equipment.
- Coordination of the external hiring of College facilities and equipment.
- Advising on general property matters.
- Preparation of a maintenance schedule for all capital assets and oversight of all maintenance works.
- Overseeing the development and maintenance of the Asset Register and Depreciation Schedules.

- Ensuring the security of the College by monitoring the risk of fire and theft and overseeing the maintaining of a monitored alarm system, keying system, key register, CCTV System, and other security requirements.
- Managing the cleaning function of the College.

6. Management of Non-Teaching Staff (excluding Education Assistants) including:

- Developing and maintaining duties lists for all non-teaching staff.
- Annually reviewing performance of all non-teaching staff reporting to the Business Manager; and addressing issues.
- Ensuring there is a fortnightly reporting system in place for all staff who report to the Business Manager;
- Mentoring and identifying opportunities for professional learning, to improve the professional practice of all office and accounts staff.

7. Effective marketing and development of the College, including:

- With the Principal develop, support and implement a marketing plan which promotes the College: and.
- Work with senior management staff to maintain, develop and improve the College website.

8. Assisting the Principal to build College relationships, including:

- Supporting the Principal in developing and maintaining positive relationships within the College community.
- Supporting the Principal in maintaining positive and healthy partnerships with key stakeholders and partners outside the College.

OPERATIONAL RELATIONSHIPS

The Business Manager is a member of the senior management team of the College and separately has a role assisting the School Board:

- The Business Manager is responsible to the Board for carrying out the functions and responsibilities outlined in this Position Description.
- The Business Manager must keep the Principal informed, usually in advance and prior to reporting to the Board, in relation to College matters.
- The Business Manager provides financial analysis and advice to the Principal and the College Board, and will attend College Board meetings and ASWL Board meetings (which may be separate) as required.
- The Business Manager is to meet regularly with the Principal to discuss issues relating to the College, with specific focus on aspects relating to the non-academic functions of the College operations.
- The Business Manager is a member of the Board Finance and Audit Committee, Governance Committee, and the Building and Works Committee.
- The Business Manager supervises cleaning staff and contractors.
- The Business Manager is to liaise with contractors as necessary to ensure compliance with all WHS and College policies and procedures, and to minimise disruption to the College where possible.

REVIEW AND ACCOUNTABILITY

a) Review and accountability regarding College Activities

- The Business Manager is to meet regularly on a formal basis with the Principal. Meetings will be determined by the Principal in consultation with the Business Manager; and
- The College Board, in consultation with the Principal with regard to College activities, will arrange or meet with the Business Manager and conduct a performance review on an annual basis.

b) Review and accountability regarding ASWL activities and functions as board secretary and ASWL Business Manager

The Business Manager reports directly to the Board regarding ASWL (financial, and other business and development programmes) as well as in the capacity of Board secretary. The Business Manager is to:

- Coordinate Board meetings, minutes and papers and ensure papers are circulated prior to a Board meeting, as required.
- Coordinate the Annual General Meeting.
- Monitor and ensure compliance of the Board and its committees with statutory requirements, ASWL governing documents and internal Board policies.
- Maintain records relevant to Board activities.
- Maintain Board membership lists and ensure details are updated.
- Facilitate induction of newly appointed Board members.
- Liaise with corporate and education regulators on behalf of the Board.
- Provide advice to board members and in particular the Chair, on governance, and implement governance programs, such as risk management and performance assessment.
- Carry out the instructions of the Board, assist in the implementation of strategies and give practical effect to the Board's decisions.
- Research and coordinate professional development for Board members.
- Carry out financial and business research, compliance and reporting on all financial and statutory needs and requirements in relation to non-College business and development activities.
- Carry out any other duties as per the Board's request or direction.