



ST MARK'S COLLEGE
BUSINESS MANAGER
JOB & PERSON SPECIFICATION
JULY 2010



JOB SPECIFICATION

POSITION : BUSINESS MANAGER

REPORTS TO : THE MASTER

Scope

The Business Manager holds a key leadership role in the College and is responsible for leading and managing the College's business, finance and audit and risk management processes.

Organisational relationships

The Business Manager is responsible to the Master for the day-to-day business and financial management of the College. The Board approves the College budget and annual financial statements and for these functions, the Business Manager will, after consultation with the Master, report directly to the Board.

The Business Manager will work in cooperation with the other members of the senior staff and is responsible for the Business Team comprising the Receptionist and Accounts Clerk. In addition, the Business Manager will work closely with the Catering Manager with respect to all functions and conferences.

Key responsibilities

Financial

- prepare all Financial Statements and ensure their timely monthly presentation for the Board;
- monitor and manage all income and expenditure;
- manage the College cash flows and investments (including Foundation with the Investment Committee);
- develop and maintain relationships with the banks and financial advisor in order to manage the College borrowings and deposits and investments;
- prepare the annual budget (and interim updates) for approval by the Board;
- prepare the annual statutory accounts and organise the annual external audit;
- manage the College insurances including annual renewals, claims and periodic tenders;
- responsible for the maintenance and upgrade of IT systems and arrangements;
- preparation of relevant components of the College Business and Master Plans;
- liaise with relevant government and private bodies on financial issues;
- administer and seek the appropriate avenues for Federal and State Government grants and allowances.



JOB SPECIFICATION

Key responsibilities (cont)

- in collaboration with the Master, develop and implement an appropriate financial policies and procedures manual for the College and ensure its compliance;
- oversee the management of legal, contractual and regulatory obligations and relationships;
- monitor and report on workplace relations and human resources obligations;
- develop and manage information technology, administration, property and maintenance and building projects;
- participate in strategic planning for the College;
- plan, monitor and report on the College's total resource requirements.

Secretarial

- act as Secretary to the Board and Council with responsibility for preparation of Agendas and taking of minutes;
- prepare for lodgement all statutory returns as required for all business activities.

People Management

- manage staff and ensure they are appropriately skilled to fulfil their duties;
- conduct an annual performance management process;
- develop and implement appropriate training and development opportunities;
- ensure effective and regular communication relating to performance and dealing with any issues as they arise;
- ensure a good collaborative team environment and morale is maintained at all times.

Risk Management

- develop and implement an effective risk management strategy for the College;
- conduct research into benchmarking best practice risk management processes;
- oversee the audit and risk management processes;
- provide advice and support to the Board on matters related to risk;
- act as the College's representative for Occupational Health, Safety and Welfare.

Contract Management

- oversee all external contract management arrangements (including cleaning, catering and IT services);
- maintain regular contact with contractors and promptly report any issues or incidents;
- manage all procurement arrangements for the College, ensuring quotes are sourced for the most cost effective option, and ensure the correct records are maintained;
- regularly review and negotiate contractual arrangements to ensure they are cost effective and meet the College's requirements.



JOB SPECIFICATION

Conference Management

- provide oversight for the efficient operation of the conference and function activities of the College ensuring maximum returns on investment;
- develop and implement strategies to increase both conference and function events and returns;
- develop annual budgets for planned conference and development activities of the College, monitoring and reporting on expenditure and returns.



PERSON SPECIFICATION

Qualifications and competencies

- A current member of the Institute of Chartered Accountants or CPA Australia.

Knowledge, experience and skills

- outstanding knowledge of and skills in effective business, financial and risk management;
- highly developed leadership and management skills;
- outstanding interpersonal and communication skills, with demonstrated ability to build rapport and interact effectively at all levels of an organisation;
- demonstrated skills in identifying and implementing significant improvement and streamlining of processes, systems and record keeping;
- strong organisational and time management skills, with an ability to prioritise tasks, meet prescribed deadlines, and concurrently manage a number of competing tasks;
- highly developed writing and computer skills and ability to format and present information accurately, quickly and logically;
- experience with the operation of an educational institution is desirable.

Personal characteristics

- demonstrate a commitment to the Vision and Values of St Mark's College;
- present a professional and positive demeanour and is a solution-orientated person;
- work successfully as part of a team;
- demonstrate high levels of confidentiality and inspire confidence;
- display empathy, enthusiasm and be highly motivated to contribute;
- possess a strong work ethic;
- demonstrate responsibility and concern for quality of own work reflected in accuracy and attention to detail;
- demonstrate a commitment to the professional development of staff;
- be flexible and have an ability to operate effectively in a challenging and changing environment;
- show a strong commitment to deliver exceptional service.



HOW TO APPLY

Applications should be forwarded to Heidi Jones by e-mail 12557@hender.com.au

Telephone enquiries may be directed to Heidi on (08) 8100 8807 or to Julie Fleet on (08) 8100 8806.

Please Note

Your application will be automatically acknowledged by a return e-mail.