



To Applicants for the Position of Business Manager:

My name is Kirstie Ford, and I am the current Business Manager at Kerang Christian College. Thank you for your interest in this role as I personally have been praying for the Lord to seek out the individual who He would have to work in His school here in Kerang.

On a personal note, it is with a heavy heart that I step down in 2022 from my role as family responsibilities require a shift in priorities and time. Kerang Christian College is a special place, one where serving Christ is at the forefront of everything we do, resulting in a truly special workplace. I've grown tremendously as a leader and as an educator in this role and pray the same for whoever the Lord brings us next. Please consider this letter alongside the position description to offer a more personal glimpse into the role of Business Manager at our College.

Profile

- Kerang Christian College was founded in 1983. We look forward to 40 years in education in 2023!
- We currently have 135 students from Prep to Year 12, and we employ 26 Christian staff.
- We are located in regional Victoria and have a DMI Score of 88 (historic SES score of 87).
- Of 102 Victorian independent schools surveyed, Kerang Christian College has the lowest fees for Prep, Year 3, Year 6, Year 7, Year 9 and the third lowest fees for Year 12.
- We are a church-governed school in partnership with the Kerang Baptist Church.
- We have a strong, unified Board of Directors who have a common focus to be stewards of God's school in the decisions that are made.

Scope of the Role

The role of the Business Manager is to ensure that teaching staff, administration staff, and students have what they need for effective learning and working. On any given day, your role will encompass tech support, personnel management, explanation of entitlements per the award, contractor engagement and organisation, paying bills or processing payroll, reviewing policy, creating a budget or financial report, or writing processes and procedures. The role requires organisation, managing expectations, and problem solving as you manage the operations, finance, and compliance of the College with the goal of equipping students, staff, and families for success.

The Principal, Head of Primary, and Head of Secondary provide leadership regarding the educational and curricular programs while the Business Manager—as part of the Leadership Team and alongside the Principal—is the point person for non-academic programs and responsibilities at the College. See below for a generalised list of responsibilities from the full Position Description:

Main Objectives	<p>The prime responsibility of the Business Manager is the effective operational management of the College. The Business Manager also works in partnership with the Principal to manage the non-academic activities of the College, including the finances, government reporting, maintenance and development of buildings and grounds, equipment, ICT infrastructure and service, and financial operations.</p> <p>The Business Manager will be a professional colleague who will be part of a team of administrators striving to achieve the aims and objectives of the School.</p>
Specific Accountabilities	<ol style="list-style-type: none"> 1. Financial Planning 2. Financial Management 3. Risk and Compliance 4. Property and Facilities 5. Information Computer Technology 6. Business Units & Trading Activities 7. Human Resource Management 8. Occupational Health and Safety

Thank you again for your interest in this position, and we look forward to speaking with you further.

Kirstie Ford
Business Manager, 2018-2021



POSITION DESCRIPTION – BUSINESS MANAGER

Accountability	Directly through both written and oral means to the Principal. The Business Manager will meet regularly (on a formal basis) with the Principal, ideally once each week. These meetings will focus on discussing issues relating to the management of the School and the Business Manager’s role.
Main Objectives	The prime responsibility of the Business Manager is the effective operational management of the College. The Business Manager also works in partnership with the Principal to manage the non-academic activities of the College, including the finances, government reporting, maintenance and development of buildings and grounds, equipment, ICT infrastructure and service, and financial operations. The Business Manager will be a professional colleague who will be part of a team of administrators striving to achieve the aims and objectives of the School.
Specific Accountabilities	<p><u>Financial Planning:</u></p> <ul style="list-style-type: none"> • In consultation with the Principal and College Board, develop, update and implement the College Business Plan. • Develop and maintain a five-year forecast as well as budgeting for the current and upcoming years. • Work closely with other key personnel within the College in ensuring that the objectives of the Business Plan are met in a timely manner • Communicate the Business Plan to staff as relevant • Ensure integration of the College strategy with the Business Plan to secure the forward viability of the College • Facilitate in partnership with the College Treasurer the College Board Finance Subcommittee and other meetings as required by the Principal from time to time <p><u>Financial Management:</u></p> <ul style="list-style-type: none"> • Oversee the financial management of the College including business planning, budgeting and forecasting, financial risk management and asset management of the College’s financial resources • Ensure that financial functions are provided effectively and efficiently for all areas of Kerang Christian College, including: <ul style="list-style-type: none"> - Preparation of monthly accounts - Prepare budgets and recommend fee levels - Prepare capital and operating cash flow projections - Prepare the Annual Accounts with the Auditors - Management of the financial investments of the College - Efficient management of the accounts payable and accounts receivable functions - Maintenance of the family/student information database - Management of bank relationships and oversee the management of investments and borrowings - Manage relationships with superannuation providers to ensure full compliance with requirements funding - Completion of regulatory financial reporting and benchmarking surveys - Maintaining CSEF records for students receiving state funding • Payroll – efficient and accurate processing of payroll and maintenance of payroll systems and records • Manage the preparation of financial submissions and budgets for the College to optimise funding availability and allocation in line with the College’s directions and needs • Insurance – maintain an efficient and up to date insurance portfolio • Reporting – ensure professional, timely and accurate reports are prepared for the School Board and management of the College to facilitate appropriate management and decision making • Meet monthly with Board Treasurer, if required



- Develop and maintain Accounting policies and procedures
- Keep abreast of GST, Fringe Benefits Tax and other tax rulings, including attendance at seminars and liaison with the relevant Government Bodies and the ISV regarding such issues

Risk and Compliance:

- Oversee the provision of general risk management and compliance advice to the Principal, Leadership Team and School Board
- Risk Management – foster a culture of risk management across the College and ensure a practical program of risk management is embedded in the operations
- Ensure accuracy and integrity of risk management plans and the implementation of risk management training for staff as required
- Regular risk management reporting to the College Board

Property and Facilities:

- Development and maintenance of a Master Plan, Capital Management Plan in conjunction with the Principal and Board Resource Planning Subcommittee
- Facilitate Resource Planning Committee meetings
- Oversight of the School Maintenance Program
- Oversight of Contractor Inductions
- Oversight of the Occupational Health and Safety Program at the School
- The provision and maintenance of the physical infrastructure requirements of the College to meet the operational and future needs of the College
- Establish proactive management of all assets and a coordinated maintenance/replacement schedule
- Management of all major projects across the College, as directed by the Principal
- Writing, submitting, and managing any Capital Grants including VIS BGA and works associated
- Oversee all major tendering works and services ensuring appropriate probity, integrity and value for money
- Contract management with major outsourced service providers

Information Computer Technology

- Work with the ICT company to facilitate support tickets both on and off site
- Troubleshoot on-site technology issues when a tech is not on site
- Work with independent consultant to develop a Business Continuity Plan to hold ICT company accountable and plan for adequate backup systems and recovery options
- Strategically plan technology equipment upgrades

Business Units & Trading Activities:

- Financial Management of the Uniform Shop and Canteen to ensure these are delivered in a profitable manner, respecting the requirements and interests of the College community
- Oversight of the financial strategies and commercial aspects of all College business
- Ensure compliance for students assisting in the canteen

Human Resource Management:

- Payroll - Ensure all timesheets, leave forms and other relevant payroll documentation are appropriately completed, verified and approved
- Provide TFN Declarations to the Australian Taxation Office as required
- Maintain approved and standardised payroll documentation including timesheets and leave forms



	<ul style="list-style-type: none"> • Liaise with Centrelink to facilitate Paid Parental Leave to staff • The Business Manager will be the liaison officer for all workers compensation claims that may arise during the course of his/her employment with the College • Assist the Principal with revisions of salary structure for academic staff • Maintain long service leave and personal leave records and be aware of any and all entitlements for staff as well as any legal changes that impact leave entitlements for staff • Keep abreast of changes in legislation, rulings, and updates to awards including attendance at seminars and liaison with the relevant Government Bodies and the ISV regarding such issues • Other payroll and Human Resource Management duties as delegated by the Principal <p><u>Health and Safety:</u> <i>All staff are expected to:</i></p> <ul style="list-style-type: none"> • Adhere to and implement safe work practices and procedures in accordance with the Kerang Christian College Occupational Health & Safety Policy • Work safely and report any hazards in accordance with school procedures • Monitor and take full care of the health and safety of others within area of responsibility • Participate when required in the resolution of safety issues <p><u>Other:</u></p> <ul style="list-style-type: none"> • Perform any other duties as delegated by the Principal • Work collaboratively with the Office Manager • Backfill office, if necessary • Be punctual on all occasions as far as possible, forwarding appropriate apologies when necessary • Be responsible with confidential matters
<p>Personal Skills and Attributes</p>	<p><u>Essential:</u></p> <ul style="list-style-type: none"> • Strong Strategic and Financial Analysis skills and/or experience • Strong interpersonal, negotiating and report writings skills with demonstrated initiative and a continuous improvement philosophy • Commitment to achieving best practice • Demonstrate a strong commitment to the ethos of Christian education • A current satisfactory National Police History Check and Working With Children Check <p><u>Desirable:</u></p> <ul style="list-style-type: none"> • Knowledge and experience of Operational and Financial Management in an Independent School environment • The ability to supervise service contracts • Tertiary qualifications in a business discipline and have progressed to CA or CPA accreditation or educational leadership qualifications <p>It is assumed that the Business Manager will:</p> <ul style="list-style-type: none"> • Set a good example of Christian living in the College and in his/her private life • Be able to work collaboratively with other staff members and build positive relationships with others • Have a high degree of computer literacy or be willing to undertake training in computer literacy • Demonstrate a high level of organisational skills