



# Faith Lutheran College, Redlands

*Faith in Christ ... prepared for life.*

## **Mission Statement**

*Faith Lutheran College is committed to providing quality learning opportunities while nurturing the development of all students in a Christ-centred community.*

## **COLLEGE BUSINESS MANAGER**

### **BROAD RESPONSIBILITIES:**

1. *The Business Manager is responsible to the Principal for all matters of business administration and financial control of the School / College, including annual budget, cash flow, fees collection, rebates, and payment of accounts and property matters.*
2. *In the areas of budget preparation and financial planning the Business Manager shall liaise with the Principal, Bursar / Assistant Business Manager and members of the School / College Finance Committee. The Business Manager is required to attend School / College Council meetings as adviser to the Council on financial matters.*

This position description should be read in conjunction with the position description for the Bursar / Assistant Business Manager. The Business Manager is responsible for the Macro level financial and administrative functions of the School / College as well as the day-to day management and good order of the property, whereas the Bursar / Assistant Business Manager is responsible by delegation from the Business Manager for the Micro financial and administrative functions of the School / College and the day-to-day management and good order of the property.

### **ETHOS**

It is expected that the incumbent will conduct their work in an atmosphere of Christian service in support of the Ethos of Lutheran Schools and will regularly attend worship; eg staff devotions.

### **SPECIFIC AREAS OF RESPONSIBILITY:**

#### Accounting Control

This involves:

1. Direct supervision and accountability for the Bursar / Assistant Business Manager in the performance of his / her duties (refer to Bursars position description).
2. Ensuring that there is proper accounting for and control over all income and expenditure of the school/college.
3. Responsibility for Policy development to ensure strong systems of internal control and segregation of duties where practicable (e.g. the Business Manager will sign all cheques with a second signatory).
4. Attendance at School / College Council, School / Council Finance Committee and other meetings as required by the Principal or School / College Council from time to time.
5. Preparation of end of year financial statements and statutory returns in accordance with the Corporations Law and other relevant Regulations and ensure financial statements are audited and lodged within the prescribed time.
6. Ensure the Business Activity Statement (BAS) is prepared and lodged with the ATO within the prescribed time.
7. Development and maintenance of the administration computer systems including both hardware and software.

8. Be responsible to Lutheran Education Queensland as the "Approved Authority", for financial matters in relation to the Department of Education (DOE).
9. Liaising with parents with respect to fee concession and extended payment terms as appropriate.
10. Act in the role of "Public Officer" for taxation purposes and ensure the maintenance of appropriate taxation records and compliance with Income Tax Assessment Act and other relevant legislation.
11. Keep abreast of GST, Fringe Benefits Tax and other tax rulings, including attendance at seminars and liaison with the relevant Government Bodies and Lutheran Education Queensland (Business Manager and Assistant Business Manager) regarding such issues.
12. Development and maintenance of Accounting Policies and Procedures.
13. Liaise with the School / College auditors in respect of the audit of the financial statements and ensure the financial statements are audited and lodged within the prescribed time.

### Financial Management and Strategic Planning

This involves:

1. Preparation of management reports as required for presentation to the School / College Council, including written reports highlighting any issues for Council attention.
2. Preparation of annual budget and financial plan for all aspects of the School / College operations in consultation with the Principal, and the Finance Committee as applicable.
3. Monitor the School / College cash flow and arrange for investment of surplus funds.
4. Preparation and lodgement of Loan and Grant applications to Lutheran Education Queensland and liaison with Lutheran Education Queensland (Chief Financial Officer and Assistant Business Manager) regarding these processes.
5. Long term financial planning for the School / College, including the development of financial strategies and goals and applications for increases in the borrowing limit where necessary, in conjunction with the Principal and School / College Council.
6. Acting as the company secretary to the school / college Foundation.

### Personnel Matters

This involves:

1. Advise the Principal on new and existing staff salary levels and conditions of employment in accordance with the Enterprise Agreement, relevant Awards and other employment contracts.
2. Liaise and assist staff with employment / industrial issues, including salary packaging, superannuation, salary continuance insurance, worker's compensation, workplace health and safety etc.
3. Be trained in Workplace Health & Safety, and oversee the Workplace Health and Safety Officer and Return-to-Work Coordinator in line with Workplace Health and Safety and Work Cover requirements.
4. Liaise with Lutheran Education Queensland and applicable Unions where necessary in relation to current Industrial Relations matters.
5. Ensure non-teaching staff directly responsible to the Business Manager undertake adequate professional development.
6. Develop or oversee development and maintain personnel policies and procedures such as a Workplace Health and Safety Policy, a Rehabilitation Policy, a First Aid Policy and other relevant personnel forms and policies and procedures as required by the Principal.
7. Oversee and be responsible for the administration staff, and other ancillary staff of the school/college (excluding teacher assistants)

### General management- Whole of College

This involves:

1. **ADVOCACY:**  
Support and make recommendations to the Principal in relation to his/ her role as Chief Executive Officer of the School / College.
2. **AUTHORITY:**  
Act as the Principal's representative in relation to Personnel, Capital Works and other matters as directed.
3. **ALL OF SCHOOL MANAGEMENT:**  
Coordination and management of whole school issues where required by the Principal.
4. **ACCOUNTABILITY:**  
Responsibility for producing and maintaining systems in relation to budgetary control and being accountable to the Principal.
5. **ADMINISTRATION:**  
Oversee the entire administrative function of the School / College and the resolution of issues as they arise as well as the overview of the canteen and book / uniform shop operations, P&F activities and Foundation (where applicable).

### Property Management

This involves:

1. Responsibility to the Principal, via recommendations from him / her and the School / College Council, for the oversight, coordination and reporting of all Capital Works planning and construction.
2. Through the Principal, advise the School / College Council of Capital project matters as required.
3. Insurance and security of School / College Buildings including Capital Works.
4. Arranging all leasing as required including the motor vehicle fleet management and computer equipment (where applicable) through Lutheran Education Queensland (Chief Financial Officer and Assistant Business Manager).
5. Coordination of property management activities in relation to the external hiring of School / College facilities and equipment.
6. Overseeing emergency evacuation training and procedures.
7. Responsibility for the preparation of a maintenance schedule for all capital property and oversight of the maintenance works.

### Liaison with Regulatory Bodies

The Business Manager will be responsible to the Principal for:

1. Keeping up to date with funding arrangements and planning accordingly in relation to *Better Schools Plan* ratings and salary movements.
2. Being familiar with Federal and State Government, Capital Grant Schemes, and other relevant funding options to assist Schools / Colleges from time to time.

### Involvement in the life of the School / College

1. Attendance at staff and School / College Council meetings.
2. Involvement in School / College events.
3. General support of staff.
4. Pastoral guidance of office and non-teaching administration staff.

Other

1. Other duties as directed that are commensurate with the Business Manager's training and experience as directed by the Principal.

Remuneration

1. Consistent with LEQ Business Managers Salaries and Conditions 2017.

July 2017