



# 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.*

<b>Position</b>	Assistant Business Manager
<b>Specifications</b>	Responsible to Business Manager and Principal Full Time – 38 hours per week
<b>Position Summary</b>	FLCR is seeking a motivated and energetic candidate for a newly created role of Assistant Business Manager. Ideally this person would have Accounting/Business qualifications and would be interested in further developing their skills to other aspects of operations of an Independent School including office and facility management. The successful applicant will report to the Business Manager and will be required to interact with staff, students, parents and the public as a part of their daily activities. The applicant will also be required to support the ministry and ethos of the College and must hold a Working with Children (Blue Card) prior to commencement. Salary will be in accordance with the Lutheran Church of Australia Queensland District Enterprise Bargaining Agreement 2016 and commensurate with relevant experience and qualifications.
<b>Academic Qualifications</b>	Minimum of a Diploma of Business or be studying towards obtaining a qualification in Business or Accounting.
<b>Selection Criteria</b>	<ol style="list-style-type: none"> <li>1. Demonstrate an ability to use a computerised accounting system to prepare financial statements for internal reporting purposes (previous experience in TASS – The Alpha School System or similar would be an advantage)</li> <li>2. Be proficient in the use of Microsoft Office applications including Outlook, Excel and Word.</li> <li>3. Demonstrate strong written and oral communication skills, and a high degree of interpersonal skills and computer literacy.</li> <li>4. Demonstrate a high level of effective organisation, time and personnel management skills.</li> <li>5. Demonstrate an ability to work in a team contributing to team effectiveness.</li> <li>6. Demonstrate ability to adapt to new and changing environments.</li> <li>7. Demonstrate a willingness to continue to develop professionally</li> <li>8. Exhibit behaviour, through words and actions that reflect the ethos and Christian values of the College.</li> <li>9. Hold a Positive Notice Blue Card issued by the Commission for Children and Young People and Child Guardian, First Aid qualification or the ability to apply for these.</li> </ol>

The specific responsibilities of the *Assistant Business Manager* fall into 5 categories.

## Key Responsibilities

### 1.1 Accounting Services.

- Maintenance of an accurate and up-to-date financial records using TASS.
- Timely preparation of invoices for fees and other accounts receivable.
- Supervision of fee collections, ensuring timely collection and instigating follow up action as required.
- Ensuring payment of creditors are made in a timely fashion.
- Oversight of the payment of salaries and wages PAYG and HECS taxation and other payroll deductions.
- Oversight of the preparation of PAYG Payment Summary for employees, including Reportable Fringe Benefits.
- Preparation of quarterly Business Activity Statements.
- Payment of Fringe Benefits Tax if applicable and preparation of annual FBT return.
- Preparation of the annual WorkCover return.
- Preparation of the annual Workplace Gender Equality report.
- Prepare adhoc reports to various groups, both internal and external to the College.
- Preparation of statistical returns and other information for LEQ, ISQ, both State and Commonwealth Education Departments and other organisations.
- Assist with SDI (Schools Data Integration) monthly through to LEQ.
- Assist with annual audit requirements and preparation of Audited Financial Statements.

### 1.2 Financial planning and management.

- Ensure strong systems of internal controls to minimise financial risk to the organisation.
- Assistance in the preparation of annual operating budgets, including recommendations on fees and strategies for effective expenditure allocations.
- Monitor actual performance against budget throughout the year and work with departmental and faculty heads to stay within budget.
- Assist in the preparation of long- term financial modelling, including cash flow projections and sensitivity analysis.
- Control of cash flow and collection of payments from debtors, including direct dealings with families and with debt collection agency/courts as necessary.
- Scrutiny of expenditure effectiveness and efficiency across the school.
- Assessment of leasing/borrowing options, preparation of recommendations in this regard.
- Presentation of timely and accurate financial reports of actual v budget.
- Implementation of internal control procedures.
- Provision of advice on financial policies.

### 1.4 Staff Management.

- Supervision and leadership of Business Office staff (Accounts and Payroll)

- Assist in the Business Manager with oversight of other support staff as required.
- Oversight of the CompliLearn online training to ensure that all staff have undertaken mandatory training requirements including Child Safety, Valuing Safe Communities and Emergency Preparedness.

**1.5 Other Duties**

- Other duties commensurate with the skill set of the position as directed by the Principal and or Business Manager.

As this is a newly created role, this Position Description may be reviewed from time to time to accurately reflect the role as it develops.