



**St Brigid's College**  
Horsham

## **ROLE DESCRIPTION**

# **BUSINESS MANAGER**

### **Our Vision**

Embracing our Catholic identity, we empower individuals to realise their potential as active, informed and compassionate contributors in an ever changing world.

### **Our Mission**

Through the three pillars of Catholic Identity, Teaching and Learning and Wellbeing, we commit to:

- Nurturing faith and fostering positive, healthy and respectful relationships.
- Offering a transformative education that nurtures academic curiosity and personal growth.
- Providing an inclusive, equitable learning environment, prioritising the safety and wellbeing of all.
- Empowering students to uphold social justice and positively engage with the community through service and advocacy.

### **Our Values**

Hospitality – Welcoming all

Service – Making the needs of vulnerable a priority

Respect – Where all creation is considered sacred

Hope – Developing resilience in bringing a sense of purpose

Trust – Speaking and acting with integrity

Aspiration – Illuminating our hearts and minds through the lamp of learning

### **The Position**

The Business Manager is a significant leadership position responsible alongside the College Principal for the stewardship of fiscal management, business operations, strategic oversight of risk and compliance responsibilities and the maintenance and development of our Asset portfolio and major projects. They are expected to support the strategic plan and vision of the College as a learning community, with a commitment to their ongoing professional development.

As a member of the College Leadership Team, the Business Manager is expected to work closely with other members of the Leadership Team in overseeing the financial and administrative functions of the College.

The Business Manager reports directly to the Principal.

## General Principles

The following principles, which provide a common standard of good practice for the person vested with the responsibility for the College's financial and physical resources, should be scrupulously observed.

The Business Manager;

- understands and promotes the mission, standards, and policies of the school, and provides leadership as they evolve and when they are evaluated.
- manages the school's resources in a prudent manner, consistent with its mission, safeguarding the real value of those assets for the use of future generations of students.
- maintains and fosters high ethical standards, integrity, and respect for colleagues, alumni, parents, and students in the conduct of the school's business.
- respects and maintains confidentiality and rights to privacy applicable to individuals and institutional records.
- ensures that the human resource policies and practices are clearly articulated, consistently applied, conform to legislative requirements, and affirms the dignity and worth of each member of the school community.
- fosters professional standards and development by participating in relevant local and state associations that offer personal support and professional assistance.

## Responsible For:

- Education Support Staff - Administration staff including
  - Accounts Payable
  - Accounts Receivable
  - Payroll
  - ICT
  - Compliance Officer
- School Support staff, including:
  - Maintenance & Grounds
  - Cleaning

## Specific Responsibilities *(noting that some aspects are in collaboration with the Principal)*

The specific responsibilities of the Business Manager are:

- Strategic Leadership
- Financial Management
- Risk Management and Occupational Health and Safety (OH&S)
- Property, Infrastructure and Resource Management
- Other duties as directed by the Principal.

## Strategic Leadership

- Fosters and promotes reflective practice, professional dialogue and a collaborative approach with the staff they lead.
- Supports teams and individuals to embrace change and innovation.
- Encourages and maintains a climate of quality and excellence within the College and develops collaborative relationships with internal and external stakeholders.
- Attends Leadership Team and meetings with the Principal to provide reports and information as necessary.

- Oversees Disaster Recovery and Management procedures of the College.
- Managing the College's business relationships with third parties, including Victorian Catholic Education Authority (VCEA), Catholic Education Commission of Victoria (CECV), Catholic Capital Grants (CCG), Catholic Development Fund (CDF), Commonwealth, State and Local governments, insurers and others.

### **Financial Management**

- Provides strong and sustainable long term financial management of the College, including the development of financial strategies and goals in conjunction with the Principal
- Manages the preparation of the annual budget, financial plan and annual accounts
- Setting the annual student/family tuition fees
- Manages the financial outcomes of the College through effective engagement in the budget setting process and ongoing monitoring and management of expenditure.
- Providing regular reports of expenditure for use of each budget centre within the school.
- Leads the project management and the monitoring of outcomes across major projects, building and maintenance initiatives.
- Ensures that Diocese of Ballarat Catholic Education Limited (DOBCEL) and government policies, legislation and directives are implemented as required
- Maintains regular contact with school auditors, bankers, legal advisors, DOBCEL Finance Department, in relation to the College's financial position.
- Oversees the following roles, completed by other staff:
  - management of school fee accounts to ensure timely collection of fees and corrective action as and when required
  - preparation and maintenance of the College payroll
  - School banking and investments
  - preparation and timely payment of College suppliers and creditors.

### **Property, Infrastructure and Resource Management**

- Together, with the Principal, overseeing, coordinating and reporting of all Capital Works planning and construction.
- Arrange and oversee all College leasing as required.
- Oversee external hiring of College facilities and equipment.
- Preparation of a maintenance schedule for all capital property and oversight of the maintenance works.
- Assists the Principal in seeking Capital Grants.
- Oversees procurement procedures, monitoring all purchases of goods and equipment by the College.
- Maintains the College Asset Register and depreciation schedules, in relation to existing assets, new purchases, and the disposal schedule.
- Ensures that an adequate level of security is maintained at the College.
- Oversees the operation of the outsourced services, as varied from time to time, such as the uniform shop, canteen and cleaning.

### **Risk Management and Occupational Health and Safety (OH&S)**

- Ensures effective risk management practices including OH&S, disaster recovery and third-party contract management.
- Oversees the Development, implementation review of the College risk register and associated policies, procedures and risk management strategies.
- Ensures the College has effective and adequate insurances (including for capital works projects)

ensuring that the College is adequately insured against all significant risk, and able to manage any claims that arise.

- Responsible for ensuring College compliance with relevant requirements of the VCEA, Laws, Acts and Regulations relevant to this area of responsibility including taxation legislation in relation to PAYG, GST, and FBT.
- Oversees the Occupational Health and Safety (OH&S) compliance in all areas of the College.
- Oversees any reports to Victorian Work Cover Authority, via their Agent, in all matters of OH&S and in any instances of injury and subsequent Work Cover claim.

### **Other Duties**

- Recruiting and actively supervising and managing the performance of all Administrative and Services staff and overseeing their general welfare.
- Assisting the Principal with decisions regarding salaries and benefits for all personnel.
- The Business Manager will also undertake any other duties as required by the College Principal.

### **Key Attributes**

The appointee will provide strategic vision and energetic leadership in relation to all aspects of the role, and will demonstrate:

- a commitment to Child Safety and the welfare of young people
- a high level of knowledge and expertise in financial management.
- a high level of knowledge and expertise in the area of property, grounds and maintenance.
- a high level of knowledge and expertise in the area of ICT.
- a proven capacity for strategic planning and development.
- an ability to work independently and effectively in the face of changing priorities, deadlines and pressures
- the ability to lead and manage risk and compliance.
- highly developed skills in leading, managing and supervising staff.
- excellent interpersonal and communication skills and the ability to liaise and communicate effectively with others, including students, staff, parents, and the wider College community.
- a commitment to ongoing professional learning.
- a capacity to win the confidence and support of staff throughout the school.

### **Desirable**

- Experience in the Education sector with a strong understanding of educational legislative requirements including State and Federal government policy and funding arrangements.
- Accounting qualifications
- Postgraduate Business (MBA) and/or Education qualifications.

## Terms of Employment

- Hold a current Working with Children Check and obtain a satisfactory Police Check
- Remuneration: The remuneration package and conditions offered will be commensurate with the responsibilities attached to the position and the experience & qualifications of the incumbent.
- Contract: The initial term of employment will be five years, with subsequent terms as agreed with the Principal, and the option to become an 'ongoing' employee. The Business Manager will work to agreed targets.
- Annual Leave: The position attracts 4 weeks annual leave scheduled at a time agreed between the Business Manager and the Principal.
- Long Service Leave: The Business Manager will accrue 13 weeks' long service leave after 10 years of service.
- The Business Manager will undergo mid-term appraisal and review in the final 18 months of the initial tenure.
- The Business Manager is required to participate in professional learning to effectively fulfill the duties of the role.
- This Leadership position requires involvement in school community activities outside designated school hours e.g. Open Days, Meetings, and participation in planning times.
- This Position Description is subject to modification.

Award & Conditions	
Title	Business Manager
Classification	Linked to Deputy Principal Cat A as per the Catholic Education Multi Enterprise Agreement 2022 (CEMEA-2022)
Category	Category A employee equivalent
Hours:	Full-time between 7:15am and 6:30pm Monday to Friday
Employment status:	Initial Term of 5 years, then subject to performance review, may become ongoing, subject to the ongoing needs of the College.
Reports to:	Principal
Leave entitlements	Annual Leave will be in accordance with the CEMEA-2022 with preference for Annual Leave to be taken during periods of the School Term breaks Other leave In accordance with the CEMEA-2022
Date	23 May 2025

Prepared: May 2025	Date	Comment
Updated/Reviewed:		
Updated/Reviewed:		
Due for Review:	Nov 2028	