



GEMS CHRISTIAN EDUCATION

learning for life

Position: Business Manager
Company: GEMS Christian Education Limited
Location: 6373 Gregory Highway, EMERALD QLD 4720
Reporting to: Executive Principal
Award: Educational Services (School) General Staff Award 2020
Employment Status: Fixed-term, 1 FTE - 76 hrs per fortnight
Commencement Date: 1st January 2024

1. Nature of attributes required for the role: Business Manager (Selection Criteria)

- Communication skills that contribute to productive and harmonious relations between colleagues and other College stakeholders
- Demonstrated capability for financial and strategic management
- Self-management and organisation skills
- Problem solving and initiative that contribute to productive outcomes
- Relevant computer software skills that contribute to the effective execution of tasks
- Proven ability to maintain a high standard of confidentiality
- The ability to model and maintain the Christian ethos of the College

2. Responsibilities

The Business Manager's primary responsibility will be to support the Executive Principal in the management of the financial affairs of the Company. In addition, as part of the Company executive the Business Manager will be involved in the overall management and planning for all Company entities in accordance with the ethos, aims and objectives of the Company. As of 2019 GEMS Christian Education Ltd has three entities:

- Emerald Christian College, Years P - 12
- Little GEMS, Daycare and Kindergarten
- Ontrack College, Year 7 - 10 special assistance school

The Business Manager must keep the company Executive Principal informed about matters of significance within the Business Manager's area of responsibility. The Business Manager is responsible:

- with the support of the accounting staff to oversee the financial operations of the Company on a day to day basis;
- to provide leadership and supervision of the Company business operations ensuring the highest possible standard; and
- to undertake to assist and support the Executive Leader to promote, develop and protect the Company ethos and operations in every aspect of each of the entities.

The Business Manager must perform the duties of Business Manager of the Company and such other duties, which may from time to time be assigned by the Executive Principal, including the duties set out on the Role Statement, a copy of which has been provided to you.

You are also required to participate in the overall development of the Company in accordance with the ethos, aims and objectives of the Company and actively support and participate in the spiritual life of the Company community, including attending and leading staff devotions if directed.

Some of your duties will need to be performed at times outside normal working hours, including some weekends and evenings.

3. Reporting lines

- Directory responsible to: Executive Principal
- Directory responsible for: Administration Staff and Facilities Staff

4. Key Responsibilities:

- Office Management
- Accounts
- Human Resources
- Purchasing And Assets / Goods / Services
- Insurances
- Government Related Duties
- Reporting To The Board
- Taxation
- Contracts
- Finance
- Information Technology
- Online Services

4.1 Office Management

- a) Provide leadership to, develop, structure, coordinate and implement the policies and procedures of the College, with reference to the Board.
- b) Plan, coordinate and supervise the activities of the staff for whom the position is responsible. Regular meetings with office staff
- c) Grounds, Maintenance and Cleaning staff
- d) Act to ensure harmonious interpersonal relationships within the Company Office.
- e) Formulate and administer the budget and long-term planning in conjunction with the Board and Executive Principal
- f) Communicate effectively to staff, parents and external parties regarding all matters pertaining to the commercial affairs of the College.

4.2 Accounts

- a) Be responsible for outstanding fees and make efforts to recover doubtful debts
- b) Be responsible for correct and timely salary, superannuation and other related payments for the college staff.
- c) Maintain adequate internal controls over cash and electronic funds transactions of the College.
- d) Authorise payments of creditors and promptly raise cheques.
- e) Maintain the general ledger according to recognised accounting standards, including requirements specified by the Federal and State Governments for independent Companies.
- f) Achieve a satisfactory annual audit report about the College accounts by mid-March.
- g) Liaise with department heads in the preparation of annual capital and recurrent budgets.
- h) Report on and manage the achievement of departmental budgets with those staff responsible for administering budgets, throughout the year.
- i) Perform a reconciliation of Balance Sheet accounts, including all clearing accounts.
- j) Prepare schedules and answer questionnaires in preparation for the annual audit.
- k) Manage the cash flow by investing or redeeming liquid funds in short term deposits.
- l) Prepare a quarterly detailed profit and loss statement to the board for each of the entities of the Company, currently Little Gems, ECC and Ontrack.that includes YTD, full year budget, statement of cash flows, appropriate commentary.
- m) Prepare monthly financial reports for the Board in a timely manner according to 7a.

4.3 Human Resources

Maintain the following records:

- a) Employment (including casual employment);
 - i) Preparation of staff contracts
 - ii) Maintaining contracts eg. changes and end of contracts
 - iii) Assistance with advice on Salary Packaging as an attraction to future employees
- b) Payroll;
- c) Leave, including:
 - i) sickness,
 - ii) long service,
 - iii) professional development,
 - iv) all other types; and

- d) Superannuation, consisting of the following contributions:
 - i) super guaranteed charge
 - ii) voluntary

4.4 Purchasing and Assets/Goods/Services

- a) In relation to purchasing:
 - i) Ensure that the purchasing policy and procedures are structured, communicated and implemented;
 - ii) Obtain quotations and evaluate goods and services offered by vendors in line with the best interests of the College;
 - iii) Ensure that goods and services are received in a reasonable time and at the quoted price; and
 - iv. Maintain a record of outstanding commitments in relation to each budget category of the College.
- b) In relation to Assets / Goods / Services:
Note: This Task is delegated to the I.T. & Facility Administrator
 - i) Maintain the College Assets; and
 - ii) Make recommendations to coordinators of the major departments in the College concerning the servicing and replacement of assets.

4.5 Insurances

- a) Negotiate policies and contracts relating to each of the following categories of insurance:
 - i) Asset protection;
 - ii) Public liability; and
 - iii) Work Cover.
- b) Ensure that insurance policies are current at all times and that the Executive Principal and Board are aware of the extent of cover for the college.
- c) Conduct an annual risk assessment analysis and prepare a report for the Board.

4.6 Government Related Duties

Deal with all aspects of Government recurrent and capital funding as follows:

- a) State Government
 - i) Assist in recognising any availability of capital assistance as well as in the
- b) process of applications to the Block Grant Authority; and
 - i) Ensure all claims for recurrent funding are made on time.
- c) Federal Government
 - i) Monitor the progressive receipt of recurrent funding;
 - ii) Ensure the census data requirements are met to maximise the entitlement of recurrent funds;
 - iii) Complete the annual Financial Questionnaire;
 - iv) Understand the parameters that affect recurrent funding; and
 - v) Assist in recognising any availability of capital assistance as well as in the process of applications to the Block Grant Authority.

4.7 Reporting To The Board

Report in writing to the regular monthly meetings of the Board with supporting docs as an appendix – circulated with board report – Friday prior to the meeting.

- i) Update summary chart into Executive Principals board report with;
- ii) Current year to date figures from p&l
- iii) ECC Debtors report
- iv) ECC Early Childhood debtors
- v) Bank account and capital account balances chart included in the board.
- vi) Debtors notes – write-offs
- vii) Full Profit and loss for all entities

4.8 Taxation

Be responsible for the preparation and lodgment of :

- i) any Goods and Services Tax (GST);
- ii) Pay As You Go (PAYG) withholding taxes;
- iii) Fringe Benefits Tax (FBT);
- iv) Annual FBT Return; and
- v) PAYG and Payment summary reconciliation.
- vi) be conversant with up-to-date legislation re the various forms of taxation.

4.9 Contracts

Be responsible for the negotiation and implementation of service and equipment contracts (eg., cleaning and security).

4.10 Finance

- a) Be responsible as a first point of contact with the college's bank, regarding finance matters.
- b) Prepare reports as required for an annual bank review of the college's finance facilities.
- c) Negotiate and administer leases as required.

4.11 Information Technology Management

Assist the company in ensuring that suitably qualified staff are available and present to ensure the computer systems of hardware and software as adequate for staff to complete their assigned tasks and students have access to information technology to meet their learning objectives.

4.12 Online Services

- a) Build and maintain websites for the Company and each of the entities
- b) Monitor, issue, keep up to date email accounts to all staff
- c) Maintain computer packages and licences
- d) Grow, develop and maintain on-line services such as payments online

The Business Manager should be a servant leader amongst his staff seeking to have functions under his authority serve the rest of the company community in achieving the vision statement and mission goals of the company. It should be noted that while detailed the job description is not exhaustive and the executive principal may at his discretion vary the responsibilities of the business manager as required.