



FCJ College Benalla Position Description

BUSINESS MANAGER	
TERMS OF EMPLOYMENT: Full Time - Ongoing	CLASSIFICATION: Salary to be negotiated
REQUIREMENTS: Victorian WWCC Driver's License	ANNUAL LEAVE: 4 Weeks Annual Leave per Annum
DATE REVIEWED: June 2022	SUPERVISOR: Principal
	REVIEWED BY: Principal

CATHOLIC IDENTITY

- Actively live and promote the College Mission.
- To promote and maintain Gospel values and the Catholic tradition among all sectors of the College, including students, staff and parents.
- Ensure and facilitate a Catholic inspired ethos as articulated by the characteristics of FCJ Education within the college community .

POSITION OBJECTIVE:

The Business Manager is a member of FCJ College Executive Team and Company Secretary to the FCJ College Council, as a company limited by guarantee. The Business Manager provides a key role in both business operations and planning of the College. The key responsibilities of this role will include strategic leadership, financial reporting, planning and management, administrative services and accounting, property and contract management and overseeing the overall running of the College's facilities and services.



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Strategic Leadership	<ul style="list-style-type: none"> • Lead and support the finance and administration team. • Promote a strong and positive working relationship between teaching and support staff to deliver successful outcomes for students, staff and the College community. • Attend Executive, College Council and Finance Committee meetings and Staff Meetings and other relevant meetings as directed by the Principal. • Play an active role in the development and implementation of current and future strategies and objectives, ensuring that the College makes the best use of its resources including consideration of financial implications of planned strategies. • Work with the College Executive to implement the Strategic Plan. • Promote key strategic objectives to Finance, Administration and Maintenance teams. • Develop, recommend and implement contemporary business management practices, policies and procedures. • Encourage and develop collaborative relationships with internal and external stakeholders.
Financial Management & Reporting	<ul style="list-style-type: none"> • Provide sustainable long term financial management of the College, including the development of financial strategies and goals in conjunction with the Principal and College Council. • Manage the financial outcomes of the College through positive and effective engagement in the budget setting process along with ongoing monitoring and management of expenditure. • Manage the preparation of the annual budget, financial plans and annual accounts. • Develop, recommend, implement and monitor strong systems of internal control regarding income and expenditure. • Actively participate in project management and the monitoring of outcomes across major projects, building and maintenance initiatives. • Understand government policies, legislation and directives and the effects and implications along with developing effective solutions and managing their impact on current and future strategies. • Provide financial reports to the Principal, the Finance Committee and the College Council on a regular basis. • Oversee the administration/finance team with payroll functions. • All other duties required.
Property Management	<ul style="list-style-type: none"> • Be responsible to the Principal and the College Council for the oversight, coordination and reporting of all Capital Works planning and construction. • Oversee the maintenance of the College buildings, grounds and assets in conjunction with the Property Manager. • Maintain a positive and strong relationship between the College and its current and possible future external contractors to ensure quality standards are met at all times.



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Governance and Risk Management	<ul style="list-style-type: none"> • Ensure effective risk management practices including Occupational Health and Safety. • Maintain College records to comply with State and Commonwealth government requirements and Catholic Education Commission of Victoria (CECV). • Ensure the College has effective and adequate insurances (including for capital works projects) and be responsible for any claims that arise. • Negotiate, manage and monitor contracts, tenders and agreements for the provision of support services. • Work with the Policy & Compliance Committee on compliance and risk at the operational level.
Human Resources	<ul style="list-style-type: none"> • This role provides operational support to ‘school management decision making’ on a variety of staffing issues including: • An advisory role for administering the Victorian Catholic Education Multi-Enterprise Agreement (VCEMEA) • Providing advice on employment contract terms & conditions, salary classifications and administration of Work Cover matters. • Annual performance appraisals, induction and training of non-teaching staff. • Employment issues relating to recruitment and succession planning of non-teaching staff. • Chair the College’s Occupational Health and Safety Committee and ensure legal compliance with various government work place requirements. • Ensure Child Safe Standards Compliance for volunteers and tradespeople, induction and safe processes.
Key External Relationships	<ul style="list-style-type: none"> • Catholic Education Office – Melbourne and Bendigo • Catholic Education Sandhurst Limited (CESL) • Catholic Education Commission Victoria (CECV) • Australian Securities and Investment Commission (ASIC) and Australian Charities and Not-for-profits Commission (ACNC) • Business Managers Sandhurst • Catholic Education Business Administrators (CEBA) • External Contractors- eg Benalla Bus Lines, NetTek, etc • College Providers
Child Safe	<ul style="list-style-type: none"> • Be familiar with and comply with the College's child-safe policy and code of conduct, and any other policies or procedures relating to child safety. • Assist in the provision of a child-safe environment for students. • Demonstrate duty of care to students in relation to their physical and mental wellbeing.



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KEY SELECTION CRITERIA:

ESSENTIAL:

- Tertiary qualification in Business Management, Economics, Accounting or related area.
- Business management experience, including an in-depth understanding of strategic financial management, together with experience in leadership and management of staff and business operations across a number of disciplines.
- Demonstrated ability to work at an Executive level including Council reporting to satisfy the duties of a Company Secretary.
- Demonstrated ability to motivate and lead a multidisciplinary team to achieve a Strategic Plan using contemporary business practices.
- Demonstrated interpersonal skills to communicate at all levels of the College including external stakeholders.
- Demonstrated ability to project-manage Capital Works programs, including Work Health and Safety, risk management, budget and resource management.
- Willingness to be a witness of the FCJ Characteristics by involvement in the day to day life of the College.

DESIRABLE:

- Experience in the education sector with a strong understanding of educational legislative requirements including State and Federal Government policy and funding arrangements.
- Post Graduate business and/or education qualifications, such as CPA, CA, MBA qualifications.

ALL STAFF:

- A demonstrated understanding of child safety.
- A demonstrated understanding of appropriate behaviours when engaging with children.
- Be a suitable person to engage in child-connected work.
- Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check.

Signed: _____

Date: _____