

MacKillop College

Assistant Business Manager



Position Description

Classification (CEMEA 2022)	Education Support Employee, Category A, Level 4
Position reports to	Business Manager

About MacKillop College

MacKillop is a Catholic college in the Josephite tradition. Inspired by the spirit of St Mary of the Cross MacKillop, we strive to:

- encourage individuals to reach their full potential as lifelong learners by providing an innovative, challenging and collaborative learning and teaching environment in a rapidly evolving society;
- foster leadership by empowering and developing all members of the school community;
- enhance positive relationships in a supportive community by promoting justice and a sustainable future;
- support wellbeing by affirming the intrinsic dignity of each individual, embracing diversity and empowering active citizenship;
- witness the presence of God amongst us by celebrating our Catholic heritage as a faith community.

Overview of the Role

The Assistant Business Manager will support the daily operational requirements of the College Finance and Administration team.

The primary purpose of the role is to support the Business Manager and provide advice regarding financial management, stewardship and audit to ensure the College meets all legislative and regulatory obligations. This will be achieved by producing accurate and timely financial statements, reports and appropriate analysis for the College Leadership Team and Melbourne Archdiocese Catholic Schools.

Commitment to Catholic Education

- demonstrate an understanding of the ethos of a Catholic school and its mission
- demonstrate an understanding of the Church's teachings and the Catholic teacher's role in the mission of the Church
- demonstrate a capacity to instil in students a respect for each other in accordance with the teachings of Jesus Christ
- willingness to integrate the Church's teachings into all aspects of curriculum

Commitment to Child Safety

- ensure students are provided with a child safe environment
- be familiar with and comply with the MacKillop College child safe policy and code of conduct, and any other policies or procedures relating to child safety
- demonstrate a duty of care to students in relation to their spiritual, physical and mental wellbeing
- implement strategies that promote a healthy and positive learning environment
- demonstrate an understanding of child safety standards and obligations (e.g. mandatory reporting)
- demonstrate an understanding of appropriate behaviours when engaging with children
- report any concerns relating to child safety immediately



Accountabilities

Leadership

- deputise for the Business Manager as required by the College Principal
- provide strong and effective leadership to the Finance, Administration teams and Reception
- promote a culture of professionalism, performance, continuous improvement and flexibility
- attend team meetings to drive a climate of quality and excellence
- ensure that timely support and responses to queries are provided to parents, students, staff, contractors and the community
- evaluate and implement process improvement and change initiatives as required to support legislative and operational needs
- support with communicating and implementing regulatory and financial compliance requirements
- support the development of College business plans as required
- collaborate with the wider College finance team to support regulatory compliance
- liaise with the Business Manager to ensure accurate and timely flow of information from the Finance and Administration teams to the College community
- in consultation with the Business Manager, develop, implement and evaluate financial policies, procedures and communications to ensure effective financial management and transparency
- ensure the College has current and comprehensive insurance coverage
- liaise, as relevant, with external bodies including Federal, State and Local Government Authorities, MACS, CDF, ATO, Salary Packaging Providers, and Systems providers
- assist the Accounts team as required with management of the debt collection processes

Finance

- manage the financial activities of the College including financial forecasting, analysis, cashflow management, preparation of the annual budget and financial statements
 - maintain a strong working knowledge of the applicable GST requirements and procedures
 - oversee monthly management of accounts, monitoring reports and lodgement of statutory returns including BAS, FBT, census data and documentation
 - coordinate revisions to the budget as required, in response to significant or unforeseen developments and changes in operational spending, funding and or legislation
 - maintain updated financial and management accounting systems
 - ensure that fees, charges and remissions are correctly applied
 - prepare regular revised annual forecasts
 - prepare appropriate financial reports for all budget holders to access directly
 - prepare annual FBT return and reconcile relevant accounts
 - ensure appropriate and timely postings to general ledger are reconciled
 - oversee the preparation of financial information for College Leadership, Board and Finance committees, ensuring reports accurately reflect the current financial position
 - participate in annual financial surveys and annual benchmarking studies as required
 - provide advice and support to the Business Manager and College Leaders on matters relating to effective budget management and stewardship
 - assist the Business Manager to monitor performance against approved budgets and reports as required
 - maintain the Fixed Asset Register, ensuring depreciation is linked to the fixed asst register
 - liaise with MACS on matters relating to financial reporting and other statutory authorities as required
 - ensure all payroll reconciliations, including online staffing records and end of year reconciliations are completed accurately
 - support payroll tasks as required and in the absence of the payroll officers
-

-
- prepare and submit all returns required by the Australian Taxation Office including FBT and GST
 - prepare the monthly BAS and lodge within the required lodgement dates
 - establish and maintain financial and budgeting controls over cash, capital expenditure and investments
-

Compliance

- work with the College Auditors in the preparation of the statutory annual financial reports for the year end to ensure the College's meets all annual company compliance obligations
 - prepare the College Annual Financial Statements in accordance with the requirements of the Melbourne Archdiocese Catholic Schools (MACS).
 - prepare timely and accurate end of year reconciliations, ensuring that accounts are ready for audit within the required time frame
 - ensure all relevant data is maintained in financial systems, ensuring data integrity, confidentiality, and accessibility
 - prepare reports for management review as required
 - maintain documentation in accordance with financial auditing requirements
 - perform reconciliation of documentation and data on a regular basis, investigating, resolving and escalating discrepancies as required
-

Professional Development

- maintain current knowledge and skills required for contemporary financial management and compliance
 - support a performance and development culture
 - commit to and actively participate in professional development opportunities
 - participate in appraisal/feedback processes to receive constructive feedback
 - maintain all required ICT skills for the role
-

General Expectations

- support the Victorian Catholic Education Authority (VCEA) 'Statement of Principles Regarding Catholic Education'
 - comply with the MACS Code of Conduct
 - act as a role model for students and staff
 - actively contribute to the achievement of the School Improvement Plan
 - stay informed by reading the Principal Memo, all College emails/direct messages and other correspondence on at least a weekly basis, responding appropriately
 - abide by all College policies and procedures
 - work collaboratively and build effective working relationships
 - ensure MacKillop Colleges' public image, professional reputation and best interest is represented through all interactions and activities
 - model a professional approach for all staff and students, including conduct, language and professional dress
 - attend all relevant school meetings, functions, events, liturgies, open days, staff faith proceedings and professional development as required by the Principal
 - observe the strictest confidentiality for all sensitive and private information
 - actively contribute to the care of all College facilities, grounds, equipment, and resources
-

Work Health and Safety

- take reasonable care of your own health and safety
 - take reasonable care for the health and safety of others who may be affected by your acts or omissions
 - cooperate with any actions MacKillop College implements to comply with Safety requirements
 - comply with all Safe Working Procedures
 - use appropriate Personal Protective Equipment (PPE) as required
 - periodically update MacKillop College about any medical condition that:
 - is life threatening or may require Emergency Services to be called
 - could impact on your ability to perform your duties
-

- complete safety training courses as required and participate in compliance briefings or inductions as required
- do not 'intentionally or recklessly interfere with or misuse' anything provided at the workplace to support health, safety and welfare
- report all hazards (e.g. unsafe working conditions) and incidents (e.g. injuries, illnesses, etc.)
- work cooperatively and consult with Health and Safety Representatives to resolve workplace safety changes and issues
- undertake all work activities in a manner that ensures the workplace is free from harassment, bullying and discrimination and supports workplace diversity
- contribute to a healthy and safe work environment, and comply with all safe work policies and procedures

Other Duties

It is not the intention of this role description to limit the scope or accountability of the position but to highlight the most important aspects. All employees are required to undertake reasonable duties commensurate with their skills and training from time to time in accordance with the needs of the College or as directed by the Principal.

Required Capabilities

Credentials	<ul style="list-style-type: none"> • a qualification and experience relevant to the role • current Working with Children check • current Victorian Police Check
Duty of Care	<ul style="list-style-type: none"> • must maintain currency qualifications in: <ul style="list-style-type: none"> – First Aid and CPR – Mandatory reporting – Anaphylaxis management – Asthma management
Emotional intelligence	<ul style="list-style-type: none"> • an ability to build positive and meaningful relationships • an ability to set clear behavioural expectations • an understanding of emotional regulation of self and others • be enthusiastic and professional
Communication	<ul style="list-style-type: none"> • good communication skills including the ability to adjust communication for the appropriate audience • strong attention to detail • respond with sensitivity and professionalism to queries from staff and vendors
Organisation	<ul style="list-style-type: none"> • ability to manage tasks with supervision • ability to multi-task, work efficiently and effectively with flexibility • exhibited self-motivation • excellent problem-solving skills • analytical thinking • ability to work to strict deadlines
Finance	<ul style="list-style-type: none"> • a high-level understanding of current finance legislation and audit requirements • integrity and absolute discretion when dealing with confidential information • ability to use and maintain financial and accounting-based systems
Teamwork	<ul style="list-style-type: none"> • ability to work/collaborate as part of a team • flexible and willing to help and support others • ability to develop and maintain excellent working relationships with key stakeholders
Catholic Identity	<ul style="list-style-type: none"> • a demonstrated commitment to working in a Catholic Education environment • demonstrated pastoral approach towards student and staff relationships

Qualifications, Education and Experience

Essential

- degree level qualification in Financial management with accounting experience at a senior level
 - a sound understanding of accounting principles
 - excellent working knowledge of the Microsoft Office Suite
 - demonstrated experience in the preparation of annual and periodic financial statements and reports
 - proven ability to use financial systems and applications
 - highly developed understanding of contemporary finance practices and meeting legislative and regulatory compliance obligations
 - proven track record in building relationships
 - a demonstrated ability to problem solve
 - a commitment to responding to queries in a timely and professional manner
 - a commitment to working in a Catholic school environment
-

Desirable

- Certified Practising Account (CPA) or Chartered Accountant (CA)
 - experience in using Synergetic computer system
 - experience leading a finance team
 - demonstrated experience in working in the secondary school environment
-

Declaration

I accept the above duties for the position at MacKillop College.

Name: _____

Signature: _____

Date: _____