



## Assistant Business Manager

<b>Reports to:</b>	Business Manager
<b>Category:</b>	Education Support, Category C, Level 5

Thomas Carr College is a dynamic Catholic learning community guided by our Gospel values. Our Catholic faith has a vital role to fulfil in the education of our students; it is at the very core of our purpose and identity. Each Thomas Carr College staff member bears witness to these values in their interactions with staff, students, families and the community.

This role description is written in light of the Mission and Vision Statements of the College. Our community is characterised by a strong set of values that underpin the way we live. We enact those values by respecting and honouring our collective heritage while looking with imagination to the future. All dimensions of life at the College, including the work of the Assistant Business Manager, are aimed at supporting the growing, learning person: the young women and men whom the College serves.

All leaders at the College accept responsibility for working with staff teams, through collaborative leadership for growth, in the development of a positive school climate supporting high expectations and high levels of success for all students.

### COMMITMENT TO FAITH

All positions at Thomas Carr College are based on the Christian model of servant leadership exemplified by Jesus Christ and given witness to by our founder Archbishop Thomas Carr. It is expected of all employed at Thomas Carr College that they:

- Accept and model the Catholic educational philosophy of the school.
- Develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work by their teaching and other work and by personal example, striving to help students to understand, accept and appreciate Catholic teaching and values.
- Comply with the accreditation policy of the CECV to teach in a Catholic school.

### THOMAS CARR IS A CHILD SAFE SCHOOL

Thomas Carr College holds the care, safety and wellbeing of its students to be at the core of all we do. The College is resolutely committed to ensuring that all staff of the College act in a manner that promotes the inherent dignity of each of our young women and men and their fundamental right to be respected and nurtured in a safe school environment. This commitment includes regular and appropriate learning opportunities in relation to child safety and young people's protection and wellbeing.

We also commit to listening to, and taking seriously, all concerns voiced by students, staff, parents and caregivers, volunteers, contractors and clergy. We commit to continuously reviewing and improving our systems to protect children from abuse.

Our commitment is drawn from and inherent in the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel.



## OVERVIEW

The Assistant Business Manager is responsible in leading and managing the finance and administration functions of the College, including the staff in those teams.

## KEY RESPONSIBILITIES

- Prepare the monthly financial statements within the required time limits.
- Prepare monthly reporting and analysis at the request of the Business Manager.
- Provide advice to Budget Managers and staff in general on matters relating to effective budget management and stewardship.
- Assist the Business Manager in the preparation of budgets, monitor performance against approved budgets and reports as required.
- Provide assistance and advice to the Business Manager on matters related to effective financial management and stewardship.
- Ensure that effective customer service and support is provided at all times when dealing with parents, students, staff, contractors and the general public.
- Prepare the College Annual Financial Statements in accordance with the requirements of the Melbourne Archdiocese Catholic Schools (MACS).
- Prepare end of year reconciliations in a timely and accurate fashion, ensuring that accounts are ready for audit within the required time frame.
- Liaise with the MACS on matters relating to financial reporting and other statutory authorities.
- Ensure all payroll reconciliations and legislative requirements are met including online staffing records and end of year reconciliations; attend to payroll tasks in the absence of the payroll officer.
- Prepare and submit all returns required by the Australian Taxation Office including FBT and GST.
- Provide advice, support and direction to Support Staff as necessary.
- In consultation with the Business Manager, develop and prepare financial policies and procedures to ensure the highest level of financial management and transparency is maintained at all times.
- Establish and maintain financial and budgeting controls over cash, capital expenditure and investments.
- Provide support to the development of the 10-year business plan and amend plan annually to ensure actual results are recorded and changes to forecasts are considered formally.
- Undertake analysis of periodical reporting and prepare advice on variance to forecasts and impacts on 10-year business plan.
- Effective management of operations of the Student and Front Receptions.
- Provide strong and effective leadership to the Finance and Administration teams which promote and nurture a customer focus and a flexible and supportive approach.
- Develop and mentor staff.
- Maintain a culture of performance, professionalism and continuous improvement within the Finance Office, including:
  - a. Developing realistic performance goals and accountability mechanisms
  - b. Reviewing performance and providing feedback.

Through mutual agreement some variation in the specified responsibilities may take place during the term of appointment as a part of a normal process of ongoing evaluation of the College's operations.



All employees at Thomas Carr College are to follow College policies and procedures, including the Occupational Health and Safety Act 2004, the Equal Opportunity Act and CECV Commitment Statement to Child Safety.

## **KEY SELECTION CRITERIA**

### **Essential**

1. Proven experience in financial management, preferably in an educational setting
2. Knowledge of accounting principles, financial analysis, budgeting and financial reporting
3. Strong analytical skills and attention to detail
4. Excellent communication and interpersonal skills
5. Demonstrate a strong understanding of, and commitment to Catholic Education
6. Bachelor's degree in Finance, Accounting, Business Administration or a related field
7. Minimum of 5 years experience in the finance sector and leadership experience preferred.
8. Able to gain and keep a successful registration for a Working with Children Check and successfully passes a National Police Record History Check

### **Desirable**

1. Prior experienced in a secondary school setting
2. Prior use and understanding of Synergetic
3. Post Graduate Business and/or education qualifications such a CA, CPA, MBA

Thomas Carr College is an equal opportunity employer that promotes the safety, wellbeing and inclusion of all children.