

POSITION DESCRIPTION

POSITION TITLE:	Business Manager
SECTION:	Professional Officer
REPORTS TO:	The Principal
CLASSIFICATION:	Professional Officer – Level 3
AWARD:	Townsville Catholic Education Office – Enterprise Agreement 2019-2023
LOCATION:	St Catherine's Catholic College, The Whitsundays

OUR ORGANISATION

Townsville Catholic Education (TCE) supports 29 schools within the Diocese, located throughout a diverse region including urban and rural environments extending to Mount Isa to the west, Proserpine to the south and north to Ingham. TCE provides a diverse range of education choices including primary, secondary and Prep-to-Year 12. Each setting provides a high educational standard in a caring and a stimulating environment. The Diocese has a growing Indigenous education program and some of our schools offering both boarding and day-student facilities.

TCE employs in excess of 2,500 teaching, professional and ancillary/support employees to fulfil our mission of providing quality educational services through our Catholic school communities. A Catholic education involves much more than simply teaching the educational basics. It encourages students to embrace Catholic values and faith while providing them with an excellent education and diverse life experiences that will prepare them to be a contributing member of the community in their adult lives.

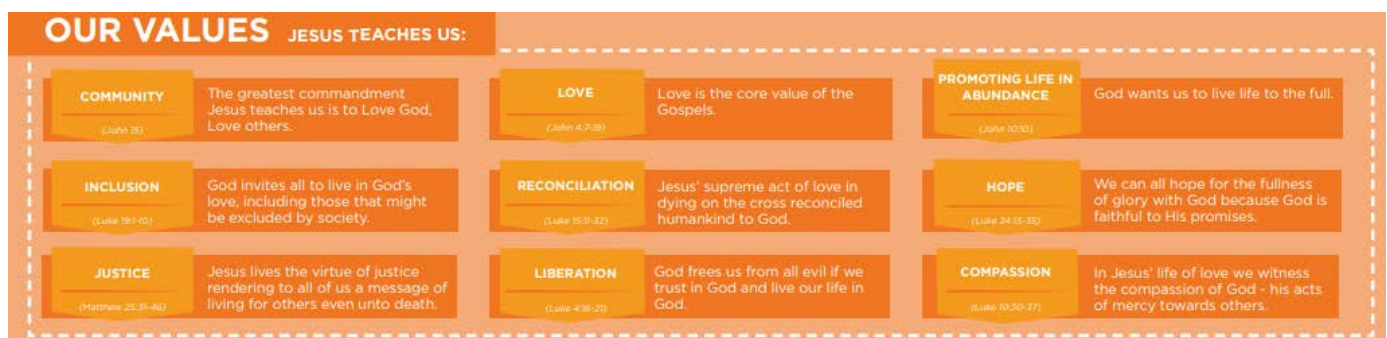
The proud reputation Catholic schools enjoy within the Diocese today is based on the strong tradition built by religious orders who found Catholic Education in the Townsville Diocese in 1872.

Please visit our website for additional information <https://www.tsv.catholic.edu.au/>

OUR SYSTEM VISION

“The promotion of the human person is the goal of the Catholic school”

THE CATHOLIC SCHOOL ON THE THRESHOLD OF THE THIRD MILLENNIUM, 1998



ABOUT THE ROLE

St Catherine's Catholic College, The Whitsundays is a Prep to Year 12 co-educational college, established by the Sisters of Mercy in 1925. The College's vibrant, modern and innovative facilities are inspiring learning spaces for students both within the classroom and outside, allowing teachers to use the right strategies at the right time for their class.

The Business Manager is responsible for the efficient and effective management of the financial operations administration and support services for both day-to-day operations and forward planning of the College to ensure its financial sustainability. The role provides expert advice and support to the Principal and the Leadership Team to ensure that the College is well organised and operating in accordance with the College Improvement Plan.

The Business Manager is responsible to the Principal for all matters of administration and financial control of the College and is to be loyal and supportive of the Principal's judgments as the final arbiter in decision making processes.

The Business Manager will assist the Principal in reporting financial information to the College's Board. It is essential that the Business Manager adhere to the bounds of confidentiality demanded of this position.

The Business Manager will liaise with the Principal and College architect with respect to building programs undertaken and is responsible for ensuring capital programs are accounted for appropriately. The Business Manager will also ensure that the required records are maintained to enable acquittal where necessary.

KEY ACCOUNTABILITIES

- Successful leadership and management of the day-to-day accounting and record keeping, and internal controls will ensure the integrity of financial and other records, adherence to policies and procedures, compliance with Government legislation and good governance practices
- Successful management of school debtors consistent with the ethos of Catholic Education
- Provision of sound and timely financial advice to the College's Leadership team to assist the College in achieving the College Improvement Plan
- Successful development of budgeting and management of reporting functions of the College will ensure regular, timely and accurate information and reports are presented to the Principal, department heads and external bodies such as external auditors and Townsville Catholic Education Office (TCEO)
- Ongoing focus on identifying and reporting on areas for improvement and contributing to quality improvement activities in order to deliver effective services to the College community in a dynamic environment
- Successful management of the support services will ensure the College buildings, plant and equipment, gardens and grounds are regularly attended to, well maintained and consistently ready for use by the school community
- Work proactively with TCEO Finance Department and finance leaders from other Diocesan schools to improve outcomes for the system of schools

STATEMENT OF RESPONSIBILITY

The carriage of the role will always presume the role-holder's responsibility to act cognisant of, and in harmony with, the Mission and Purpose of Catholic Education and Catholic Education policies.

The employee will be expected to abide by the *Statement of Principles for Employment in Catholic schools*, the *Staff Code of Conduct* and other Diocesan guidelines.

Employees will maintain appropriate confidentiality, sensitivity and empathy in the execution and management of all matters.

Employees will demonstrate a willingness and acceptance to initiate and participate in relevant training and professional development opportunities.

Each employee is responsible for ensuring his/her health, safety and wellbeing and is expected to not willingly place at risk the health and safety of one's self or others.

Employees will:

- Adhere to Work Health and Safety instructions
- Promote a commitment to safe work practices
- Be familiar with workplace incident, hazard and accident reporting and emergency procedures
- Take reasonable action to avoid, eliminate or minimise risk and hazards
- Utilise personal protective equipment
- Participate in the development of a safe and healthy workplace
- Seek information and advice as necessary and comply with instructions.

ABOUT YOU

Experience

- Minimum 5 years' experience working in a comparable role
- Demonstrated experience in leading client service focused teams in a multidisciplinary environment to set and achieve operational goals
- Demonstrated advanced experience in the use of integrated business management systems
- Well-developed analytical skills with the ability to interpret and understand relevant data and information in a financial setting.

Knowledge

- Well-developed knowledge of Australian accounting standards and management accounting practices
- Effective knowledge to develop and lead projects to better meet the identified needs of the college
- Proven ability to manage conflict situations and see them through to a positive conclusion
- Proven expertise in providing professional advice and recommendations to support best practice.

Skills

- An ability to communicate effectively with a range of employees and community members across primary and secondary school settings
- A demonstrated ability to develop and sustain productive working relationships and contribute to effective teamwork within an organisational setting
- Flexibility and adaptability in the face of competing demands and priorities within a busy environment.

Mandatory Criteria/Professional Registration/Other

- Current Working with Children Suitability Card - The successful candidate will require a paid Blue Card before commencement as per the No Card, No Start policy developed by Queensland Government
- Relevant tertiary qualification in Accounting, Commerce, Business or similar
- Accreditation and membership with an Australian accounting professional body (e.g. CPA, CAANZ)
- Current Driver's Licence
- Ability to travel from time to time within the Catholic Diocese of Townsville

- Ability to perform the physical requirements of the role in a safe manner.

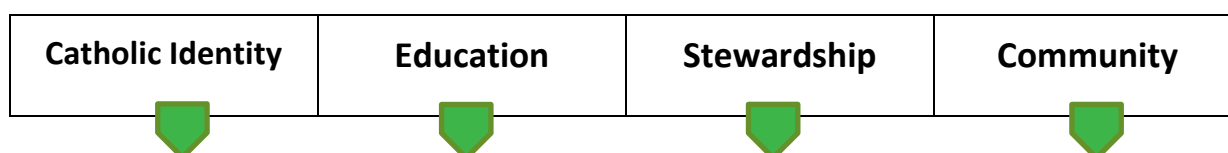
Some employees may be subject to pre-employment medical assessments during the selection process. Depending on the nature of the position, it may be necessary for successful applicants to be immunised against certain preventable diseases in order to minimise the risk of transmission.

HOW YOU WILL BE ASSESSED

How we do things is as important as what we do, therefore you will be assessed on your ability to use your experience, knowledge, skills and competencies confidentially with good judgement and wisdom. You will be assessed on your ability to demonstrate the following four capabilities: Personal, Professional, Relational and Organisational within context to the key accountabilities identified above. You will be expected to integrate knowledge, skills and attitudes within scope of the TCE Leadership Domains of: Catholic Identity, Education, Stewardship and Community in line with the Strategic Direction, Vision and Values.

Identity and Ethos

Strategic Organisational Leadership Success

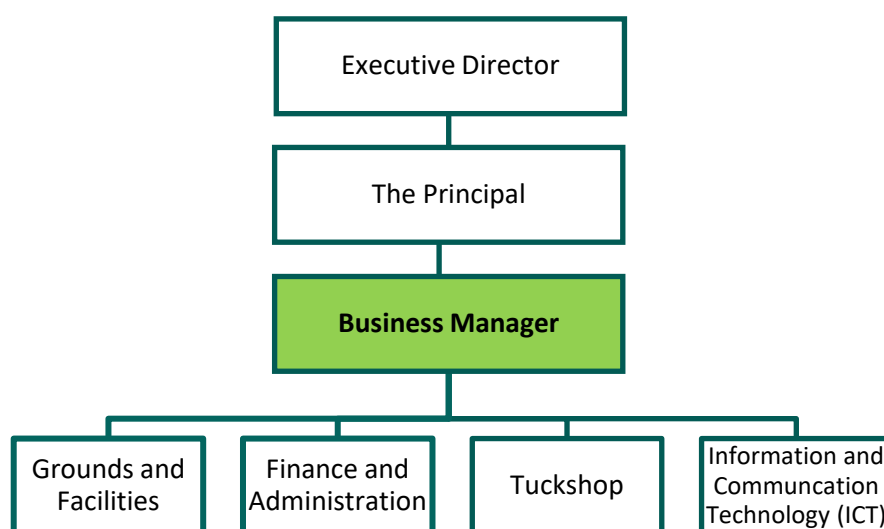


Capabilities	
Personal	Professional – Knowledge and Understanding
Engages in self-reflection	Is contextually aware and responsive
Gives witness to personal faith and commitment	Integrates a Catholic stance in area of responsibility
Demonstrates intellectual acuity	Shapes and implements change processes
Displays a sense of self-efficacy and personal identity	Demonstrates appropriate styles of decision making
Uses intuition as well as logic and reason	Inspires a collegial purpose and vision
Projects confidence, optimism and resilience	Develops efficient and robust structures and systems
Exemplifies honesty and integrity	Focuses on core outcomes and accountabilities
Demonstrates ethically responsible behaviours	Engages in workplace learning and relevant professional development
Is morally courageous	Operates with a sound educational focus
Demonstrates a commitment to personal spiritual growth	Operates with a spirit of service and professionalism
Displays imagination and vision	Develops moral purpose
Integrates work and personal life	Demonstrates capacity to provide professional support
Engages with the Catholic culture	
Is culturally sensitive	
Social and Interpersonal	Organisational
Is relationally adept	Gives priority to the Church's mission in education
Is emotionally mature	Engages in strategic and future thinking, aware of the big picture
Is guided by the spirit and teachings of the Gospel	Develops organisational capacity to respond to contemporary and future needs
Communicates with influence	Avoids imposing old paradigms on new realities
Is authentically present	Fosters a growth promoting workplace

Displays a trusting disposition	Exercises principled and ethical stewardship
Cultivates collaborative and productive working environments	Contributes to organisational sustainability
Engages in positive politics	Builds a sharing organisational culture that focuses energies and talents
Nurtures leadership capability in others	Operates in fidelity to Catholic social teaching and environmental responsibilities

REPORTING & OTHER RELATIONSHIPS

The Business Manager is accountable to the Principal. The Business Manager consults and liaises with other TCEO personnel, Principals in schools, and other Diocesan staff/committees, where appropriate.



The Business Manager will have responsibility for the areas of Grounds and Facilities, Finance and Administration, Tuckshop, and Information and Communication Technology (ICT).

ACKNOWLEDGEMENT

I have read, understood and acknowledge the scope and responsibility of the position outlined in this position description.

Employee Name: _____

Signature: _____ **Date:** _____