Business Manager
Position Description

Role and Responsibilities of the position

The Business Manager's focus is on the long-term financial and strategic planning of the school as identified in the Business Plan. He/she facilitates the efficient and proper business administration of the school, and ensures that the Association's legal and management obligations are carried out. The position provides advice to the Principal, the Governing Body (Council), the teaching staff (via the Principal) and appropriate committees. It also acts as the interface between the School and various government authorities, banks and organisations, in regards to administrative and financial planning matters and compliance. The Business manager is accountable to the School Principal.

The primary responsibilities of the position are:

1. **Financial viability.** Protecting the school’s viability through:
   - Providing analysis and advice to the Governing Body and the School Principal on the school’s financial and business direction
   - Maintaining systems for accurate recording and control of finances, including processing of accounts and payroll.
   - Ensuring effective use and acquittal of government grants
   - Participating in attracting resources for the school through enrolments and other income generating means.

2. **Budgets.** Protecting the school’s financial viability through:
   - Preparation of an Annual budget
   - Revise on a periodical basis
   - Report Actual to Budget with explanations.

3. **Human Resource.** Support the Principal by providing high level HR administration ensuring:
   - Adherence to contractual obligations to all employees is tracked
   - Maintenance of accurate files and reporting.
4. **Legal.** Together with the Principal, protecting the school’s legal position and the rights of the individual through:
   - Providing advice and policy guidance to The Governing Body and staff, in areas of industrial/ personnel issues, OH &S, risk management, legal and compliance matters
   - Establishment administrative systems and record-keeping
   - Keeping an overview of equity issues across whole staff

5. **Physical Resources.** Planning the school’s facilities through:
   - Advising The Governing Body, School Principal and staff on strategic direction
   - Coordinating purchase of physical resources
   - Overseeing maintenance of physical facilities

6. **Marketing.** Support the Principal by facilitating
   - Signage Strategy
   - Maximising publication relations opportunities i.e. positive message
   - Ensure clear promotional material is readily available including web, pamphlets
   - Maximise enquiries being converted to enrolments.
   - Develop advertising schedule

7. **Good relations/customer service**
   - Ensuring general smooth running of the administration of the School on behalf of the Principal, the Governing Body, staff, parents and general community
   - Participating in wider school community life
   - Acting as interface with outside bodies – governments, local Council Association of Independent School NT, Steiner Education Australia and other school Business Managers and associations in relation to business and financial management

8. **Relationship to other positions**
   - **The Governing Body.** The Business Manager position reports to the School Principal and provides administrative support to the Governing Body meetings in terms of recording of official minutes. Preferably the Business Manager would hold the position of Public Officer.
   - **Governing Body Committees.** The BM would be a member of any appropriate committees such as Finance Committee, Building Committee
   - **Management team.** Whilst reporting to the School Principal, the BM would work closely with the Principal playing a leadership role in the Management team.
   - **The Administration staff.** The BM is responsible for coordinating the office services and systems and supervising and appraising the work of Administration and Grounds and Maintenance Staff.