



POSITION TITLE:	Business Manager
SECTION:	MacKillop Catholic College, Mount Peter
REPORTS TO:	Principal
CLASSIFICATION:	Remuneration in accordance with the <i>Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland</i> (Available at www.cns.catholic.edu.au)
AUTHORISATION:	Executive Director

CATHOLIC EDUCATION SERVICES – DIOCESE OF CAIRNS

Catholic Education Services in the Diocese of Cairns is a dynamic and growing organisation that is actively inviting schools to co-create with us, schools that are places of rich learning for now and into the 22nd Century.

Our vision is to offer every student in every school a world class education enriched by their lived encounter with the Catholic Faith.

Catholic Education Services is committed to this vision through Co-Leadership with schools to build communities of learning that provide a safe, nurturing and academically challenging environment. Our schools are places where we create opportunities for every student and every staff member so that they are inspired to contribute to our society, innovate, explore possibilities, and achieve excellence.

Catholic Education Services in the Diocese of Cairns embraces thirty (30) schools including twenty (20) primary schools, two (2) Prep to Year 12 colleges and eight (8) secondary colleges. One of these colleges is a Special Assistance College with campuses in Cairns, Cooktown, and Edmonton. This community also includes Catholic Education Services located in Cairns itself. Over the next five years there are two new schools planned.

All schools and colleges, except three, are within a two-hour drive of Cairns. Cooktown, Waibeni Island (Thursday Island) and Weipa are accessed by daily flights and located in some of the most beautiful parts of the country. In total, there are 11,500 students and 1,500 staff.

MacKillop Catholic College, Mount Peter, is a contemporary P-12 Catholic school. Founded in 2016 with Prep to Year 3, it will grow to Prep to Year 12 in 2025.

Leadership and strategic management of Catholic Education Services is the responsibility of the Executive Director of Catholic Education. Through a team of professionals, and in Co-Leadership with principals, the Executive Director manages and facilitates a number of significant delegations which include:

- Support of the mission of the Church as delivered through Catholic Education
- Support of schools by providing services that strengthen school capacity
- Provision of leadership and forward planning to develop organisational capability
- Distribution to schools of government allocated funds and their accountability
- Monitoring quality of schools and compliance/accountability with requirements of governments, Church, and parents

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- Within limits, provision of some centralised, specialised student services, where this is the most effective and efficient approach

Our staff are supported to experience success and satisfaction in their vital role.

Cairns also offers many lifestyle opportunities that can be found in few other places and is surrounded by World Heritage listed areas including the Great Barrier Reef and the Daintree Rainforest, all within an hour's journey from the growing City of Cairns. It is the gateway to our Asian neighbours with direct flights to China, Japan and Singapore as well as having direct flights to all the east coast capital cities, Darwin, and Queensland's Sunshine and Gold Coasts.

MACKILLOP CATHOLIC COLLEGE, MOUNT PETER

MacKillop Catholic College (www.mackillopcatholiccollege.qld.edu.au), a master-planned Prep to Year 12 College, was established in 2016 with Prep-Year 3 classes. The College will progressively develop by year levels and the first Year 12 cohort graduating in 2025. Guided by the authentic discipleship of Saint Mary MacKillop of the Cross, and the Josephite tradition, our mission, to *inspire hearts, minds and spirits*, is grounded in the vision to provide quality 21st century education to the young people in our community.

Teachers play a crucial role at MacKillop Catholic College in the holistic education of the young person, and in promoting the mission and goals of the College, which are to:

- form confident and creative young people who value the ethic of love
- be a safe and welcoming community in which relationships are characterised by Gospel values

The young people in our care should develop skills in building positive relationships and lifelong learning based on those modelled by College staff. As a new College, MCC utilises Innovative Learning Environments (ILEs) to shape student learning experiences and cultivate a school-wide culture of learning that gives primacy to individuated learning through inquiry, meta-cognition, collaboration and integration.

Learning and teaching at MacKillop Catholic College is committed to ongoing teacher development and capacity building to facilitate the continual development and enrichment of the educational experiences and outcomes for all students. A teacher at MacKillop Catholic College should see themselves as a member of the MacKillop family, working in cooperative partnership with parents and the Catholic Community, and seek to support the Josephite mission.

PURPOSE OF THE ROLE

The Business Manager is responsible for the finance and resource functions of the College and for administrative support services as delegated by the Principal.

The Principal has ultimate responsibility for the leadership and management of the College. The Business Manager aims to lessen the administrative workload of the Leadership Team, allowing them to focus more directly on educational and pastoral issues.

The Business Manager:

- Is responsible to and accountable to the Principal of the College.
- Assists the Principal in administration of the College in the areas of business and administrative support services, such that it operates in an ethical way within the parameters set down by government legislation and regulations, as well as the policies and regulations of the Diocese of Cairns, Catholic Education Services, the College Board and its Committees.
- Provides advice to the Principal on financial, administrative, governance and risk matters.
- Works collaboratively and consultatively with the College Leadership Team.
- Is loyal and supportive of the Principal's judgments as the final arbiter in the decision-making process.
- Assists the Principal and others in the College community by providing expertise in implementation of a wide variety of administrative and financial tasks.
- Is supportive of the Catholic ethos of the College and ensures that financial and administrative practices are implemented with justice and compassion, demonstrating a genuine concern for people.
- Develops and maintains positive and effective relationships with the Principal, other College staff, students, parents and the wider community.
- When required, coordinates and manages whole school issues so that the College wide perspective is fostered and encouraged.
- As necessary performs duties of the Finance Officers in their absence.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Typical duties performed may include, but are not limited to:

Specific Areas of Responsibility

1. Financial Management and Strategic Planning

- Assist the Principal and Leadership Team in the development of the Strategic Plan for the College.
- In conjunction with the Principal and College Board, develop a long-term financial plan for the College, including financial strategies and goals.
- Attends College Finance Committee meetings and provides appropriate reports to both the Diocesan and College Finance Committees as required.
- Document and maintain long term plans with respect to asset management.
- Establish and maintain a detailed plan of the financial requirements of the College including a five-year projection.
- Provide advice on finance required by the College, particularly its capacity to service loans.
- Develop and implement a business plan that achieves the strategies and goals of the strategic and long-term plans.
- Maintain records of the College finance arrangements, particularly loans and grants.
- Monitor loan repayments and grant accountability requirements.
- Develop applications for loans and grants required for the College.



- Maintain an updated and current cashflow projection for the College to ensure any cash requirements are communicated to the Chief Financial Officer in a proactive manner.

2. Accounting

- Maintain the General Ledger of the College accounts including reconciliation of ledger control accounts with subsidiary ledgers.
- Reconcile all investment and loan accounts of the College with Catholic Development Fund at least monthly. The operating account to be reconciled on at least a weekly basis.
- Maintain all accounting records in good order so that appropriate data is available on which decisions can be made.
- Prepare a Trial Balance at the end of each month and review General Ledger balances.
- Prepare financial statements annually in accordance with statutory requirements and standards and submit accounts for audit.
- Liaise with the auditor to satisfy requirements in relation to the audit of the College.
- Prepare year end audited statements, supporting schedules and notes to the accounts for submission to external auditors.
- Provide regular financial reports as required by the Principal, relevant staff, the College Board Finance Committee and Diocesan authorities.
- Provide accountability reports for government recurrent funding and other funding the College attracts.
- Develop and monitor processes for purchasing, cheque requisition, accounts payable and accounts receivable.
- Produce monthly Business Activity Statement returns to the Australian Taxation Office.

3. Preparation and maintenance of the annual budget

- In consultation with the Principal and Leadership Team of the College the Business Manager is responsible for preparation of the annual budget of the College within guidelines established by the Principal, Catholic Education Services, College Board and Diocesan authorities.
- The Business Manager is responsible for submitting the budget to the College Board and Diocesan Authorities for approval in accordance with the published timeline.
- Following approval of the annual budget forward the approved budget allocations to heads of departments and other employees who hold responsibility for a budget.
- On a monthly basis a comparison of actual to budget to occur. Where variances exist of a material amount, variances to be investigated and reported to Principal.
- On a regular basis (at least once per term) forward a detailed budget report (with each transaction reported) to heads of department and other employees who have responsibility for a budget.
- Co-ordinate budget requests from heads of department.

4. Cash Flow

- Manage the cash flow of the College.
- Prepare projections of cash flow (both short and long term) to allow the College to plan expenditure.

5. Debtors (School Fees)

- Supervise and monitor fee billing and collection, making recommendations to the Principal regarding payment options for parents.
- Provide initial approval to concessions and write offs subject to final approval by the Principal.
- Maintain processes for fee collection, especially debtors of more than 30 days, using Diocesan and College guidelines.
- Generate term fee statements when necessary, including when the Finance Officer is on leave.
- Process all receipts (debtors and general ledger) to school administration software as necessary.
- Be familiar with the debtor's module of the school administration software.

6. Accounts Payable

- Be familiar with the creditor's module of the school administration software.
- Pay creditors as necessary.
- Ensure payments are made in an effective time period taking into account cashflow considerations and vendor payment requirements.

7. Wages and Salaries

- Maintain regular contact with Diocesan Personnel Services to ensure, on a fortnightly basis, salaries and wages are correct for staff.
- Oversee the payroll function including fortnightly salaries, staff entitlements, superannuation, conformance with industrial agreements and statutory obligations.

8. Capital Expenditure Program

- Coordinate inputs from staff, the College Board and its Committees, and the Parents & Friends Association for capital equipment acquisitions and building improvements, noting Departmental priorities and resource requirements.
- Develop the CE Program in conjunction with annual budgets in the context of long-range financial plans.
- Develop and implement a replacement program for furniture and equipment, plant and machinery.
- Facilitate rejuvenation programs as required for painting, upkeep of the historical buildings and other areas requiring maintenance of the heritage appeal.
- In conjunction with the Principal, prepare capital grant applications.
- At the College level manage capital projects funded by grants. This will require the Business Manager to work closely with the College architect and CES Capital Manager.
- Maintain the College Asset Register.

9. Property Management (Facilities and Services)

- Coordination of property management activities in conjunction with the maintenance team to ensure a safe environment for staff and students in a physical environment that is conducive to learning.
- Ensure the College asset register is updated regularly and reconciles to the ledger.
- Ensure all College property – owned and leased, is maintained to a high standard and in a way to minimize risks to staff and students.
- Management of maintenance staff and grounds person.
- Development and monitoring of a general maintenance plan including delegations of tasks to completed on a daily / monthly / annual basis.

10. Non-Government School Accreditation & Accountability

- Maintain administration systems capable of outputting data for census returns and other questionnaires connected to the administrative and financial management of the College.
- In conjunction with the Leadership Team develop and maintain systems for administering overseas students attending the College under CRICOS arrangements.
- Act as College contact for issue of Confirmation of Enrolment forms through PRISMS website with DEEWR and DIMEA.

11. Data Collection

- Act as College contact for data collections conducted by Government, Queensland Catholic Education Commission and Diocese.
- Ensure data collections are forwarded by due date.
- Maintain administration systems capable of outputting data for census returns and other questionnaires connected to the administrative and financial management of the College.

12. Information & Communication Technology

- Monitor and coordinate current and future software and hardware requirements for the College.
- Liaise with service providers of CCTV technology and security alarms to ensure systems are maintained in a good working order.

13. Contractor Management

- Manage contractors on site at the College, this includes ensuring compliance with WHS requirements.
- Ensure coordination of contractors to ensure minimal disruption of school routines, scheduling of significant works and refurbishments.

14. Staff Management

- Manage and oversee kitchen and catering services, including contractual, personnel and operational issues as they arise.
- Manage and oversee laundry staff, including personnel and operational issues as they arise.
- Manage and oversee cleaning services, including personnel and operational issues as they arise.

15. Other

- Perform other tasks as requested by the Principal.
- Attend professional development as appropriate to ensure currency of skills and development of knowledge in areas applicable to this role.
- Maintain currency in risk management and governance professional development opportunities that benefit the College.
- Maintain appropriate behaviours when engaging with children.

GENUINE OCCUPATIONAL REQUIREMENTS

- Facilitate the prevention of child harm by recognising and responding appropriately.
- Accountable and responsible for ensuring professional behaviour.
- Ability to cope with own emotions and behaviour effectively.
- Ability to comply with legislation and professional regulations to reduce the risk of harm to self and others.
- Ability to maintain an appropriate level of confidentiality.
- Ability to communicate in English both verbally and in writing to meet necessary standards with respect to clarity, accuracy and professionalism appropriate to the position.
- Ability to locate appropriate and relevant information from multiple sources and convey, integrate and implement knowledge in practice.
- Ability to prioritise workloads and manage multiple tasks with competing timelines.
- Ability to accept responsibility for own work.
- Intermediate to advanced skills in Microsoft Office applications necessary to demonstrate the required range of skills and tasks.
- Competent use of digital technologies necessary to demonstrate the required range of skills and tasks.
- Accountable and responsible for creating a positive workplace culture and reducing the risks to physical and mental health in the workplace.

Physical requirements of the position:

- Work is normally performed in a typical interior office and/or classroom environment.
- Manoeuvring within the office/school environment appropriate to the position
- Frequent driving of a motor vehicle.
- Frequent use of telecommunication and electronic equipment.

MANDATORY QUALIFICATIONS AND REQUIREMENTS

- Unless an exemption applies all staff are required to hold a current Working with Children Blue Card or be eligible to apply.
- Formal qualifications at Degree level are required, along with relevant post graduate qualifications or extensive and relevant experience as required by the employer.
- Current drivers licence.
- A strong demonstrated commitment to the objectives, vision and ethos of Catholic Education.
- Promote child safety at all times.

RELATED DOCUMENTS

- Statement of Principles for Employment in Catholic Education
- Code of Conduct for Employees of Catholic Education
- Catholic Employing Authorities Single Enterprise Collective Agreement Diocesan Schools of Queensland

ADDITIONAL INFORMATION

The incumbent will need:

- An in-depth understanding of and commitment to the mission and objectives of Catholic Education in the Diocese of Cairns.
- A sound working knowledge of the Catholic Education context and an appreciation for Catholic Education issues.

EMPLOYEE ACCEPTANCE

The employee's signature signifies an understanding and acceptance that the content contained herein and forms an integral part of their employment terms and conditions.

I have read and acknowledge receipt of this Position Description:

Employee Name:

Signature:

Date:
