



Business Manager Role Description

About Arden Anglican School

Arden is a non-selective Anglican School providing a co-educational, Pre-School to Year 12 education. It seeks to attract, retain, and develop dedicated, highly effective, values-oriented staff for all positions. At Arden, we are committed to providing a positive work environment in which staff are valued and encouraged to develop professionally.

Arden is a Christian community centred on the good news of Jesus Christ. Arden's ethos is of high expectations and a commitment to academic and professional excellence. The School aims to attract and retain the best possible teachers and support staff, who are experts in their field and highly committed to the continuous improvement of their professional practice. The School's focus is to engage staff who have a passion for lifelong learning and believe in each student's unique value. Arden welcomes applications from people of faith who are committed to the Christian aims of the School.

Arden is committed to being a Child Safe organisation. All staff are required to help always maintain a child safe culture, and to act in every child's best interest and to keep them safe from harm. The School has zero tolerance for child abuse.

There is a strong collegial culture of mutual trust and support between staff and school leaders. All levels of governance are committed to embodying the Christian values of the School, and a culture of servant-minded leadership is fostered at all levels.

All staff must be committed to positive and caring relationships because they are important to successful student learning and the high level of family involvement that exists at Arden in all aspects of school life.

Our Vision and Mission

Vision

Arden strives to be an inspiring learning community that engages the mind, nurtures the spirit, and nourishes the body in a caring Christian environment.

Arden graduates are curious, courageous and compassionate men and women with an enduring passion for learning who transform the communities in which they live and work.

Mission

Centred on the Christian faith and finding joy in God, Arden provides an exceptional co-educational learning experience that nurtures the uniqueness of confident, capable global citizens.

Workplace Expectations

Personal

- An active Christian faith with current church involvement
- Highly developed leadership and interpersonal skills
- An excellent communicator and collaborator
- Solution-focused, with effective skills in change management, negotiation and stakeholder management
- Receptive to feedback and able to provide high-quality, constructive feedback
- A strong work ethic characterised by flexibility and resilience
- Committed to personal growth and the continuous improvement of the School
- A personal sense of enthusiasm, engagement and optimism

Technical

- Academic qualifications in a related field, for example, a Bachelor or Post Graduate degree in Accounting, Commerce or Business Management
- Previous experience within the independent schools sector is highly desirable
- Strong business acumen, financial literacy and budgetary experience
- Proven capacity to offer strategic leadership, translating it into practical outcomes
- Thorough understanding of diverse business processes including finance, HR, procurement, operations, marketing, ICT etc.
- Understanding of independent school context, issues and trends, and ability to manage within that context
- General knowledge of legislation pertaining to planning, industrial relations/employment law, child protection
- Specific knowledge of contract and industrial law, including worker's compensation laws
- Knowledge and understanding of compliance obligations including but not limited to Work Health and Safety, risk management and financial accountability
- Demonstrated understanding of Board Governance and the role of directors
- Proven asset management experience
- Strong analytical ability
- Effective project management skills

Child Safety

- Model and actively participate in the School's zero tolerance for child abuse and commitment to embedding Child Safety in approaches to daily work tasks and involvement in School approved activities

Compliance

- Lead and model best-practice compliance practices for Work Health and Safety (WHS), Child Safety, First Aid, Emergency Procedures, confidentiality and privacy and all Staff Code of Conduct requirements

Privacy

- Commit to understanding the appropriate use, sharing, retention and destruction of personal information in the workplace
- Demonstrate an understanding of the need to report suspected (observed or perceived) data breaches and misuse of personal information

Role	Business Manager	
Campus	Whole School	
Department	Executive Finance	
FTE	1.0 FTE	
Line Manager	Principal	
Secondary Line Manager	Chair of Council	
Direct Reports	Professional & Operational Staff	
Key Relationships	Internal: <ul style="list-style-type: none"> <input type="checkbox"/> Principal <input type="checkbox"/> School Council and Committees <input type="checkbox"/> Executive team <input type="checkbox"/> Finance and administration team <input type="checkbox"/> Property, IT and catering teams <input type="checkbox"/> Teaching and Professional and Operational Staff <input type="checkbox"/> Arden parents 	External: <ul style="list-style-type: none"> <input type="checkbox"/> Banking, legal and audit partners <input type="checkbox"/> External suppliers and contractors <input type="checkbox"/> Independent Schools NSW (ISNSW) <input type="checkbox"/> Government and non-Government Agencies <input type="checkbox"/> ASBA NSW

Role Profile

The Business Manager is a member of the School Executive Team and has delegated responsibility for a range of financial and operational functions of the School.

The appointment of the Business Manager is made jointly by the Principal and Chair of Council. The Business Manager reports directly to the Principal on all financial, operational and strategic matters, and is responsible for the management and effective operation of the Finance, Facilities (including Canteen and Uniform Shop) IT and Administration teams. The Business Manager is also noted as the Public Officer for the School and is responsible to the Principal and the Chair of Council for ensuring that the School meets its statutory obligations and conducts its business under its Ordinances, Council and Committee charters.

The role may also be required to assist the Principal and the Chair of Council more broadly on other matters and projects as required.

The nature of the position is such that the Business Manager is required to be available outside the normal office / School hours to fully participate in the life of the School or to attend meeting and/or presentations.

Role Function

The Business Manager, throughout their daily work practice, is expected to:

Finance

- Establish and maintain strong relationships with the Principal, School Executive and the School Council to provide support and assistance with financial decision making.
- Provide leadership in the development and continuous evaluation of short and long-term strategic financial objectives.
- Ensure ongoing improvement in revenue structures and systems to grow, optimise and sustain all available School income streams.
- Oversee the ongoing development and implementation of business and financial process improvement opportunities for School.

- Oversee the development and implementation of appropriate financial and operational policies and practice, and ensure consistent adherence.
- Oversee the continued improvement, development and implementation of internal controls and audit procedures to the satisfaction of the Principal, Council and the external Auditor.
- Oversee the annual audit process ensuring effective working relationships with the Auditor and the Finance team.
- Oversee the maintenance of financial records and statements in accordance with Australian Accounting Standards as applicable.
- Oversee the management of School fee revenues and receivables including credit management and payment terms and conditions.
- Oversee the annual financial budget process and long-term financial planning process for the School, to ensure financial viability and sustainability.
- Oversee the preparation, and present monthly financial results to the Finance Committee, Executive and Heads of Department as required.
- Ensure timely and accurate preparation of various financial statements and returns for authorities to whom the School reports.
- Negotiate, implement and document contracts and appropriate service level agreements to optimise outcomes for the benefit of School as required.
- Oversee all insurance matters and other financial protections.
- Maintain regular contact with the School bankers, legal advisers and auditors for the purpose of effectively managing the School's financial position.
- Provide prudent management of operating accounts, loan facilities and investments as applicable.
- Monitor government funding policies and requirements and ensure effective action in securing the School's entitlements in conjunction with the Principal and relevant staff.
- Oversee the management of all tax and (non-educational) reporting obligations of the School, ensuring timely lodgement and payment.
- Review the preparation and submission of all government and statutory returns as required.

Payroll & Human Resource Management

- Supervise the relevant team in the conduct of their duties.
- Oversee the administration of payroll, employment contracts and personnel information including superannuation and relevant FBT matters.
- Provide advice and guidance to the Principal and Executive team in regard to employment matters.
- Provide ongoing support and oversight of externally provided salary packaging services.
- Oversee management of all workers compensation matters including co-ordination of return to work programs as required.
- Role model best practice in regard to relevant WH&S legislation and communicates knowledge on WH&S requirements to relevant staff.
- Support the Principal with the development and operation of a system of professional review for Professional and Operational Staff.

Risk and Compliance Management

In collaboration with the Risk and Compliance Coordinator,

- Actively promote a strong culture of risk and compliance awareness and management across the School.

- Oversee the delivery of key compliance obligations into actionable policies, procedures and practices.
- Manage and update the relevant compliance registers, advising the School Chair of non-compliance for follow up with individual Council members
- As a member of the Critical Incident Team, provide active support for ensuring the policies and procedures for critical incidents are regularly reviewed and updated
- Recommend ongoing compliance training for staff relating to compliance and risk management mitigation such as Privacy, WH&S, Critical Incident management and Conflict of Interest

Facilities Management

In collaboration with the Facilities Manager,

- Oversee the Facilities team to ensure timely provision of property related services to enable the effective operation of the School.
- Ensure all School campuses and buildings are compliance with relevant legislation, including WHS requirements.
- Oversee and ensure the security of each of the School's buildings is kept to the highest standard and improved wherever possible.
- Oversee and ensure the facilities and building maintenance cyclical programs are identified, documented, instructed and completed to a high standard.
- Contribute actively to the Property and Development Committee (of School Council) and Project Control Group (when active) to facilitate effective operation.
- Manage and administer the negotiation of property projects, maintenance service level agreements and property purchases and disposals.
- Ensure the accurate management of records and documents in all compliance related matters associated with property and facilities.
- Oversee the hire or lease of School facilities.
- Oversee and monitor the operations of the uniform shop.
- Oversee the management of the School's canteens, working with the Canteen Manager.
- Collaborate with, and monitor the effectiveness of, the external Uniform Shop supplier.

ICT Team

In collaboration with the Director of ICT,

- Provide high level oversight of the network and ICT infrastructure.
- Assist with ICT planning, providing advice and input into the ICT budget.
- Provide high level oversight of cyber security risk mitigation strategies.
- Be aware of ICT regulatory obligations.
- Provide regular ICT reporting and dashboards for School Council.
- Facilitate due diligence in the selection of third-party providers and implementation/upgrades of school information systems.
- Facilitate the provision of best IT tools and resources to facilitate School operations and excellence in education.

Council Secretarial

- As Secretary to the School Council (currently Public Officer) support the Principal's EA with the collation and timely distribution of agendas and committee papers, and provide the secretariat function of minute taking where appropriate.

- Provide appropriate and adequate administrative support to Chair of Council and the Principal, Council Committees and working groups.
- Support the Chair of Council with the ongoing effectiveness and development of the Council and/or Committees, and individual Council members.
- Ensure ongoing maintenance of relevant registers as required.
- Work with the Chair of Council and the Principal to establish and deliver best practice governance.
- Manage the statutory and corporate responsibilities of the School and Council, including ensuring currency and compliance with NESAs, EEO and WHS legislation.
- Support the Chair of Council regarding the appointment of Council members and support the Chair of Council with the management of the induction program and required NESAs training.

Variable Duties/Hours

- The nature of the position is such that the Business Manager is occasionally required to be available outside the “normal” office / School hours to fully participate in the life of the School or to attend or lead meeting and presentations as required.
- The Business Manager will, from time to time, be asked to take on extra duties that are assigned by the Principal.