### College Blue Crest_No BG.jpgMarian College

304 Barkly Street

ARARAT VIC 3377

Phone (03) 5352 3861

[www.mcararat.catholic.edu.au](http://www.mcararat.catholic.edu.au)

[principal@mcararat.catholi.edu.au](mailto:principal@mcararat.catholi.edu.au)

Marian College Ararat

Application Information

Position: Business Manager

Closing Date

4.00pm, 23rd April 2021

An exciting opportunity exists for a suitably qualified person to join our school community. The role involves managing small teams and the day to day management of the school’s operations and finances.

Please note

* Application closes at 4.00pm on 23rd April 2021. An application letter, Resume and Application for Employment form (attached) should be emailed to the Principal - [principal@mcararat.catholic.edu.au](mailto:principal@mcararat.catholic.edu.au)
* Your application will be acknowledged and a copy of the Marian College Employment Privacy Policy will be forwarded to you.

Any information provided by you in connection with your application for employment may be checked by Marian College with relevant authorities, previous employers and referees. By making an application for this position you consent to these pre-employment checks.

For any further information in relation to the position, please contact myself on phone 0428 855 212.

Yours sincerely,



Mrs. Carmel Barker

Principal

**Position Description**

**Job Title**: Business Manager

**Tenure:** Ongoing

**Commencing**: Term 2 2021

**Load:**  Full time

**Remuneration**: A salary package commensurate with the responsibility of the position.

**Key Selection Criteria:**

In support of your application, please include evidence of your capacity and potential to meet the following criteria:

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| **Key Selection Criteria for Marian College** | |
| Understanding of  Catholic Education | * An understanding of the ethos of a Catholic school and its mission. |
| Commitment to  Child Safety | * An understanding of child safety * An understanding of appropriate behaviours when engaging with children * Familiarity with legal obligations relating to child safety (e.g. mandatory reporting) * Be a suitable person to engage in child-connected work |
| Experience | * Knowledge and expertise in the area of Financial Management, ideally within an educational setting or working towards a finance qualification. * Experience in staff supervision and management. * Knowledge and expertise in the area of Property Management. * Knowledge of Occupational Health & Safety requirements. * Knowledge of risk management procedures and development. * Knowledge of strategic planning and development. |
| Skills/Attributes | * A proven capacity to work independently and effectively in the face of changing priorities, deadlines and pressures. * Excellent interpersonal and communication skills and the ability to liaise and communicate effectively with others. * Good oral and written skills, including ability to communicate with children, parents and the school community. |
| Qualifications | * Formal Accounting/Business qualifications, or working towards such qualifications. |

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| Marian College Ararat |  |

**Business Manager**

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| **Location : Marian College Ararat** |
| **Classification : Business Manager** |
| **Reports to : Principal** |

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| **STATEMENT OF DUTIES** | |
| **Commitment to  Catholic Education** | * An understanding of the ethos of a Catholic school and its mission. * A willingness to support the College’s values, policies and procedures. |
| **Business Manager** | The Business Manager is responsible for all financial and business operations of the College, working collaboratively with staff, students and their families, and the wider community.    The Business Manager is responsible to the Principal for most of the non-teaching functions of the College, including college finances, Canteen operation, IT operations, maintenance and cleaning.    In relation to College Finances the Business Manager acts as adviser to the Principal and provides financial information to the Stewardship Finance Committee to ensure fiscal accountability is maintained.    The Business Manager will be:   * Directly responsible to the Principal * The Line Manager for the: * Maintenance Staff * Office Administration Staff * Compliance Staff * IT Staff * Library Staff * Canteen Staff * Cleaning Staff   A member of the Stewardship Council Finance Sub-Committee.  **3. Contribution to the Growth & Sustainability of the College**  The Business Manager will contribute to the continuous success of the College by:   * Demonstrating an understanding of the Goals and Purposes of the College and the Brigidine Core values that underpin these; * Identifying needs, initiating change and facilitating innovation in the area of Financial Management; * Planning and implementing cyclical review of policies and practices * Establishing and maintaining relationships with key bodies eg. CEO, Business Manager’s Network, and appropriate Federal and State government departments; * Ensuring that relevant sections of the Marian College Strategic Plan are implemented.     **Specific Areas of Responsibility**  **College Finances**   * Develop, implement and control all accounting systems necessary for the proper management of the financial requirements of the College. * Formulate, monitor and review financial plans and annual budgets for income and expenditure (including faculty budgets in consultation with the Curriculum Coordinator and the Principal). * Preparing faculty budget accounts for distribution to Curriculum Leaders and liaising with Leaders to ensure that budgetary expectations are being met. * Prepare and maintain standard internal financial reports for presentation to the Principal, Finance Committee, the Stewardship Council and other individuals and groups as required. * Develop long range cash flow projections and management procedures for capital and cash flow situation of the College. * Develop policy and procedure to ensure strong systems of internal control, support and segregation of duties where practicable (eg. the Business Manager will ordinarily approve payment along with a second signatory). * Organise and monitor all loans and lease arrangements that support capital expenditure. * Develop feasibility studies and long range financial plans and assist the Principal in the preparation of such plans for the Stewardship Council. * Liaise with and prepare financial returns and statements for the College and Kildare Ministries, the Catholic Education Office, State and Commonwealth Governments (including the AFS). * Assist with the College audit by furnishing all necessary documents and maintaining accurate records. * Manage the collection of fees in line with the College Fee Policy. * Preparation and submission of all BAS statements. * Prepare for each meeting of the Finance Committee outstanding fee schedules and report on actions to secure payments. * Interview parents regarding fee arrangements and provide advice regarding Government assistance.   **Administration**   * Ensure conformity with all Awards and Agreements applicable to all College Staff with regards to payroll, taxation, superannuation and Workcover and other relevant legislation, and to ensure that appropriate records for these activities are kept. * Develop, maintain and implement relevant sections of the Staff policies. * Ensure that all appropriate insurance cover is kept. * Supervise the hire of College facilities by outside groups.     **Property Services**   * To manage and oversee the maintenance of College buildings, grounds and equipment, including arranging for appropriate contractors to carry out specified work. These contractors must have the appropriate qualifications, Working with Children Checks and SWIMS documentation. * Supervising all services provided by Maintenance, Cleaning and Canteen Staff. * Preparing for, and project management of all capital works in conjunction with the Principal. * Monitor all aspects of the College's security and safety policies, including electronic security and external patrols, distribution of keys etc. * Ensure that school resources are used in environmentally responsible ways and seek to introduce practices that enhance environmental responsibility.     **Personnel Management**   * Manage and supervise Admin, IT, Canteen, Cleaning and Maintenance Staff. * Advise the Principal on new and existing Staff salary levels and conditions of employment in accordance with relevant Awards and employment contracts. Liaise with staff on employment and Industrial Issues, including salary packaging and superannuation requirements. * Supervise personnel in the processing of salaries; * Liaising with staff and the Principals in some personnel issues (usually related to remuneration and leave issues); ensuring all employees are paid at correct award rates.   **Occupational Health and Safety**   * In conjunction with designated staff, oversee the development and maintenance of a best practice OHS culture within their workplace. * Adhere to safe work practices. * Encourage colleagues and others on the worksite to adhere to safe work practices. * Comply with all relevant policies and procedures. * Improve systems of work and safe work practices. * Participate in relevant OHS training programmes. * Report hazards and unsafe workplace practices associated with the workplace to the Principal. * Suggest improvements or recommend changes to avoid, eliminate or minimise workplace hazards. * Report work related injuries and incidents in accordance with the KEM policies and procedures and Worksafe. * Participate in the investigation of potential hazards, dangerous occurrences, OHS incidents and near misses in accord with the Catholic Church Safety Manual. * Raise OHS issues with their work colleagues, supervisor, or OHSW Committee, and assist with their resolution. * Regularly discuss OHS issues with other staff at staff meetings. * Participate in workplace OHS inspections/audits, and assisting in the maintenance of OHS facilities, resources, equipment and information. |
| **Commitment to Child Safety** | * A demonstrated understanding of child safety * A demonstrated understanding of appropriate behaviours when engaging with children * Be a suitable person to engage in child-connected work * Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check * Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety * Assist in the provision of a child-safe environment for students * Demonstrate duty of care to students in relation to their physical and mental wellbeing |
| **General Duties** | * Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures * Attend school meetings and after school services/assemblies, sporting events, mass, community and faith days as required by the Principal * Demonstrate professional and collegiate relationships with colleagues * Other duties as directed by the Principal |
| **Skills/Attributes** | * Ability to work as part of a team * Excellent interpersonal and communication skills * Good oral and written communication skills, including ability to communicate with children, parents and the school community * Ability to develop and maintain strong working relationships with key stakeholders * Capacity to work to tight timelines * Proven capacity to work independently * Sound organisational skills including strong attention to detail * Proven time-management skills * Self-motivation |

**Application for Employment –** *Business Manager*

Marian College is committed to child safety and is legally required to obtain the following information about a person whom it proposes to engage to perform child-connected work:

1. Working with Children Check status, or similar check
2. proof of personal identity and any professional or other qualifications
3. the person’s history of work involving children
4. references that address the person’s suitability for the job and working with children.

It is a requirement that all applicants complete this form. You must complete all parts of the form. Any false or incomplete statement or information in this form or in connection with your application for employment may lead to a rejection of your application for employment. Any information provided by you in this form may be checked by the prospective employer with relevant authorities, previous employers, referees or sources. By signing or submitting this form you consent to these pre-employment checks. Information provided will be treated in accordance with the Privacy Act 1988 (Cth).

I wish to apply for employment for the position advertised in

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|  |  |  |
| (Newspaper, Website, etc) |  | (Date) |

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I wish to apply for employment to the *Business Manager’s or Finance Manager’s* position

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| **PERSONAL** | **TITLE** | **GIVEN NAME(S)** | | **SURNAME** |
| **MR MRS MISSMS**  **OTHER** |  | |  |
| **ADDRESS** | | **PHONE NUMBERS** |  |
|  | | **Home** |  |
| **Mobile** |  |
| **Work** |  |

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| **EDUCATION** | **QUALIFICATIONS ATTAINED** | **YEAR COMPLETED** | **NAME OF INSTITUTION** | |
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| **CURRENT EMPLOYMENT)** | **CURRENT PLACE OF EMPLOYMENT** | | | **POSITION** |
|  | | |  |
| **ADDRESS OF CURRENT PLACE OF EMPLOYMENT** | | | **PHONE NUMBER** |
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| **DATE BEGAN** |
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| **DUTIES :** | | | |
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| **PREVIOUS EMPLOYMENT**  **PREVIOUS EMPLOYMENT** | **EMPLOYER’S NAME AND ADDRESS** | **POSITIONS/DUTIES** | **DATES** | |
| **FROM** | **TO** |
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| ***(Note: You must list all previous employers. If more space is required, attach a separate sheet)*** | | | |

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| **VOLUNTEER WORK**  **PREVIOUS EMPLOYMENT** | **ORGANISATION’S NAME AND ADDRESS** | **POSITIONS/DUTIES** | **DATES** | |
| **FROM** | **TO** |
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| ***(Note: You must list all previous places of volunteer work where such work involved children. If more space is required, attach a separate sheet)*** | | | |

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| **REFEREES** | **NAME** | **POSITION** | **SCHOOL/COMPANY** | **PHONE NUMBER** |
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**Pre-Employment Disclosure Questions**position that be person suitable to work with

It is an inherent requirement of the position that you be a person suitable to work in child-connected work. Each of the following questions are relevant to the prospective employer understanding and determining your likely ability to carry out the inherent requirements of the advertised position. You must answer each question.

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| 1. **Have you ever had any disciplinary action taken against you by an employer (e.g. received a warning or had your employment terminated) in relation to any inappropriate or unprofessional conduct?** |
| NO YES |
| If yes, please provide details: |
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| 1. **Have you ever been the subject of an allegation of inappropriate or unprofessional conduct which has been substantiated by an employer or other body?** |
| NO YES |
| If yes, please provide details: |
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| 1. **Have you ever been found guilty of a criminal offence or are you currently facing criminal charges?** |
| NO YES |
| If yes, please provide details: |
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| 1. **Do you consent to the prospective employer contacting the appropriate person at any or all of your current or former employers (including any retired person who at the relevant time may have been employed by a former employer) to confirm the accuracy of your answers in questions 1–3 above and to ask about your suitability to work with children?** |
| NO YES |
| If no, this will be discussed further if you are offered an interview. |

**Applicant declaration**

I declare that the contents of this form are true and correct and complete to the best of my knowledge and no information concerning my employment history has been withheld.

I understand that any willfully incorrect or misleading answer or material omission which relates to any of the questions in this form may make me ineligible for employment, or if employed, liable to disciplinary action which may include dismissal.

I understand that all applicants are required to undergo background screening which may include a National Police Record Check. I consent to such screening and checks in connection with my application for employment. I consent to the prospective employer making inquiries of any current and/or previous employers in connection to the information and answers I have provided in this form to verify the accuracy of the information in this form and to confirm my ability to carry out the inherent requirements of the position including my suitability to perform child-connected work. I understand and accept that my appointment to this position requires compliance with the school's child-safe policy and code of conduct. I have read and understand the school's child-safe policy and code of conduct.

I understand and accept that my appointment to this position requires a commitment to Catholic Education. I have read and understand the Statement of Principles regarding   
Catholic Education.

# Signature Date