



BUSINESS MANAGER

Helena College invites applications from a suitably qualified and experienced person for the position of **Business Manager**.

This is a key leadership role with responsibility for managing all aspects of the College's finance, administration, facilities, human resources and risk and compliance aspects across the two College campuses, Darlington (K-5) and Glen Forrest (6-12). In the first instance the incumbent will report to the Principal and perform Council Secretarial duties and Statutory Compliance. They will also work collaboratively with the senior management team of the College.

Helena College is a wholly independent school, with no religious ties, catering for Kindergarten to Year 5 at our Darlington Campus and Years 6-12 at the Glen Forrest Campus. We provide a balanced education, developing the whole child through the inquiry-based International Baccalaureate Primary Years Programme (Kindy to Year 5) and the Middle Years Programme (Years 6-10).

Helena College has a Child Protection Programme which is made up of rigorous work systems, practices, policies and procedures designed to maintain a child-safe environment within the College community. The care, safety and welfare of students are embedded in policies and procedures which ensure a commitment to zero tolerance of child abuse.

Position Status

This is a full-time, fixed term contract for four years with renewals subject to the successful performance in the position and other relevant factors. The position is to commence at the candidate's earliest convenience to facilitate a comprehensive handover.

Duties

The Business Manager will take responsibility for the following areas and associated management duties:

Financial Management

- Monitor expenditure in relation to the approved budget
- Review the costs of contractual services in relation to cost/benefit and consistency with current market conditions
- Oversee creditors' accounts and authorise payments
- Oversee the management of customer billing and debtors
- Take overall responsibility for the preparation and presentation of the monthly financial reports related to budgets, cash flow and future modelling
- Oversee the preparation of the Annual Financial Statements in consultation with the College auditors
- Prepare the annual College budget.

Human Resources

- Manage salary packaging
- Oversee payroll and approve staff leave.

Facilities Management

Maintenance

- Provide leadership and direction to the facilities team at both campuses
- Oversee all contractors and related contracts to ensure compliance
- Ensure that the appropriate compliance records for maintenance of essential services are maintained and up-to-date
- Coordinate the use of the College's facilities by outside persons/organisations

New Capital Works

- Project manage the construction of minor and major capital works programmes
- Liaise with the appropriate consultants and Shire representatives for planning and new building developments
- Appoint builders and sub-contractors, and expert consultants when necessary; develop appropriate tender documents.



Council Secretarial

- Ensure Council related meetings and ensure schedules, agendas and minutes are distributed in a timely manner
- Prepare and distribute monthly Business Manager's report to Council

Compliance

- Ensure compliance with legislation and government reporting requirements relating to financial matters
- Ensure the College is compliant with the Occupational Health and Safety, Local government by-laws, Industrial Awards and other relevant laws
- Provide guidance to the Risk and Compliance Officer to ensure re-registration standards are maintained

General Administration

- Regularly review insurance levels to ensure appropriate cover against relevant risks for the current human and material assets.
- Attend weekly executive team meetings
- Contract management and review

Essential Criteria

- **Qualified Accountant (CPA, ACA or IPA)** and have appropriate tertiary qualifications
- Be able to demonstrate appropriate competencies in the leadership areas as outlined in the role description
- Ability to obtain a current Working with Children Check
- Ability to obtain an unrestricted Police Clearance
- Have a proven ability to work in a collaborative environment as a member of the executive leadership team
- Highly developed verbal and written communication skills
- Comprehensive understanding of Duty of Care and place a high value on Child Protection and the well-being of all students
- Excellent interpersonal skills and organisational ability.

Selection Criteria – Desirable

- Exposure to Educational Awards, Terms and Conditions and EBA negotiations
- Experience and exposure to the Educational setting preferably Schools
- Experience using an Apple Mac ICT based system

Selection Criteria – General

All leaders of the College are required to –

- Promote the School Vision, Mission and Values
- Create and develop positive interpersonal relationships
- Provide exemplary business practices and professional behaviour
- Develop and maintain collegial communication, co-operation and collaboration between all members of the College Campus
- Comply with the College's Health & Safety policy and procedures.



Helena College

The College

- Is an equal opportunity employer
- Complies with the requirements of the Privacy Act
- Has a strong commitment to OSH and requires all staff to maintain a safe and tidy work area
- Will not tolerate harassment of any kind
- Has a no smoking policy
- Expects a high standard of dress
- Requires all staff to support and follow the Child Protection Programme
- Requires all staff to act in accordance with school policies and the Staff Code of Conduct.

Applications

Applications should include a **cover letter** addressing the selection criteria as well as a **curriculum vitae**:

- Full name, address and contact details
- Relevant biographical information (at applicant's discretion)
- Details of academic qualifications
- Details of relevant experience
- Career history including past and current roles
- Contact details for three referees
- Any other additional relevant information

Upon appointment, the successful applicant will be required to produce original copies of qualifications, as well as current Criminal Record Check and Working With Children Check.

Applications are to be addressed to Helena College Principal, Peter Coombs.

They may be sent via email to HR Officer – Nyaree Blakeney at nblakeney@helena.wa.edu.au or mailed to:

Peter Coombs
Principal
Helena College
PO BOX 52
GLEN FORREST WA 6071

Closing date for applications: 4pm Friday, 7 May 2021