



PAPAMOA
COLLEGE

Business Manager Position

Application Process & Information



Business Manager Position

Dear Applicant

Thank you for your interest in the Business Manager position that is currently advertised.

The following documents are attached at the bottom of this letter.

Business Manager Job Description

Person Specification

Papamoa College Profile

Employment Conditions

As per the [Support Staff Collective Agreement](#)

Remuneration is based on Support Staff Collective Agreement Pay Grades and Rates schedule. The actual pay grade will be determined on the successful applicants experience and qualifications.

Permanent, Full time (40hrs p/w, 52 weeks a year)

Application Process

The application form is required to be completed online [Application Form](#)

As a part of this process you will need to include a digital copy of your Curriculum Vitae

The closing date for applications is 4pm Wednesday 16 September 2020.

Email: Principal's PA: Kerri Turanga for information regarding the application process:
kturanga@papamoacollege.school.nz

Thank you again for your interest in this position and we look forward to receiving your application.

Yours sincerely

Steve Lindsey
Principal

Business Manager - Job Description

Responsible to:

- Principal

Functional Relationships:

- All staff, all leaders, budget holders and parents/whanau

The primary roles of the Business Manager are:

- To effectively manage all aspects of financial activity for the school
- To ensure that appropriate and required financial processes, procedures, systems and controls are in place for the prudent conduct of school financial affairs
- To support, model and promote the school principles, values and ethos

Key Areas	Expected Outcomes
Financial Management	
<p>Provide accurate financial information and advice for the efficient operation of the school</p> <p>To ensure that all financial activity complies with legislative obligations, accepted accounting practices, Ministry of Education requirements, Board policies and school operational policies and procedures</p> <p>Effective financial planning forms the basis of any annual activity and development</p> <p>Actively pursuing additional income streams</p>	<ul style="list-style-type: none"> • Provides relevant support and advice to the Principal on financial and business matters through regular meetings and reporting • Management of the Business Centre that includes personnel, resources and equipment • Effectively manage workflow and delegation of tasks and providing support, training and performance management for relevant personnel • Remaining up to date with current legislation, regulations and financial requirements • Working closely and effectively with the school's financial services provider and school appointed auditor • Ensure robust internal control systems are in place and adhered to • A cash flow management process is followed • An asset management plan is followed and an asset register is maintained • Statutory returns are completed accurately and in a timely fashion • A financial strategic plan is followed that informs annual goals and areas of development • The annual financial cycle including budgeting, operations ongoing processes, dealing with exceptions, and the audit process • An annual budget is prepared and relevant information is communicated to budget holders and other relevant stakeholders • Regular applications are made to seek additional funding by way of external grants and sponsorship arrangements, etc. • Promoting and managing the hiring out of campus facilities to external groups • Presentation of suitable income earning opportunities to the Principal • Oversight of any school based business activities

Financial Operations	
<p>Responsible for the effective and accurate operation of financial systems and processing of transactions</p> <p>Ensure the financial systems and processes are efficient and relevant</p>	<ul style="list-style-type: none"> ● Controlling, administering and managing of accounts receivable, accounts payable, cash payments and cash receipts, etc ● Effective use of the relevant accounting software applications used ● Effective management of all relevant financial documentation, including secure storage ● Suitable insurance cover exists and policies are managed effectively ● Management of the leases and administration for the laptops for teacher's and principal's programme
Remuneration and Payroll	
<p>Responsible for the accurate operation of all aspects of staff salary and wage payments</p>	<ul style="list-style-type: none"> ● Staff remuneration details are accurately recorded and kept secure ● Staff are paid the correct amount at the correct time ● Problems are dealt with in a timely and efficient way ● Any remuneration changes are documented and communicated to staff in a timely manner ● Effective analysis of SUE reports and management of staff banking ● Effective use of the Novopay payroll system ● Keeping up to date with employment legislation and relevant collective agreements ● Regular review of remuneration rates and any changes is conducted
Procurement and Project Delivery	
<p>Responsible for the processes for purchases, acquisition of assets and contracts and leases</p> <p>Responsible for the management of school property plans 5YA 10PP</p> <p>Responsible for the financial and management aspects of project delivery</p>	<ul style="list-style-type: none"> ● Effective processes for all purchases are followed ● Effective procurement processes are followed for the acquisition of assets ● The process for tendering, securing contracts and leases is understood, applied and communicated where relevant ● All contracts, leases and agreements are up to date and further the goals of the school ● Involvement in the preparation and management of 5YA and 10YPP in conjunction with the Principal, Property Manager and line with Ministry of Education procedures ● Effective management of campus projects and relevant activities ● This includes the preparation of proposals, requests for tenders, applications, evaluation and recommendations for decision making
Analysis, Interpretation and Evaluation	
<p>Financial information is regularly reported to appropriate stakeholders</p> <p>Analysis and interpretation of financial information is used for decision making purposes</p>	<ul style="list-style-type: none"> ● A monthly financial report is prepared for the Principal and Board Finance Committee ● Attend monthly Board Finance Committee meetings and present the monthly financial report ● To work closely with the appointed auditors for the preparation of annual accounts ● To meet regularly with the Principal to discussion aspects of financial performance and position that includes preparing the annual budget ● Provide monthly reports to budget holders and meet with them as necessary

Regular review and development	<ul style="list-style-type: none">● Attendance at relevant SLT and Property meetings to represent a financial perspective● A process of regular review occurs for all aspects of financial activity● An annual Business Management report is submitted to the Principal● Active involvement in a process of annual performance appraisal and professional development
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Person Specification

Personal Attributes

- Lives life with integrity, strength of character and a strong set of personal values
- Holds high expectations and practices fairness

- Has an enthusiastic attitude and encouraging manner
- Accepts challenges and acts with flexibility
- Has a positive outlook and solutions focused
- Is self aware, reflective and an intuitive understanding of others
- Has a sense of humour and perspective
- Willingness to persevere and work hard
- Has the ability to be calm under pressure and is resilient
- Is passionate to learn and grow
- Values strong connections and interactions with people

Work Attributes and Experience Required

- Accounting experience, preferably using Xero
- Experience preparing and monitoring budgets
- Experience with payroll administration
- Highly organised to manage workflow and meet deadlines
- Advanced communication and IT skills
- Confident people person
- A strategic thinker and planner
- Uses initiative to obtain relevant information
- Attention to detail with accurate data entry and analysis skills
- School based work experience preferred but not essential

Papamoa College Profile

Current student roll: 1540

Coeducational Secondary School

State School Y7-13

Middle School Years 7&8

Lower Middle School

Years 9&10 Upper Middle School

Senior School Years 11-13 Senior School

Predicted growth to 2000 students by the year 2025

Currently in early stages of Campus Development Plan

The Papamoa College vision is to develop successful people, who value relationships and community, and are lifelong learners.

- Being successful means achieving at the best possible level in any pursuit and includes academic success, sporting success, arts and cultural success.
- Relationships with people matter and being connected to others is important. Participating and contributing in a community of other people is important for the Papamoa community and is therefore reflected in what we do at Papamoa College.
- Life is a continuous process of growth and development. Learning at school is therefore a continuation of learning at home and in the community. Effective learning is relevant to a student's life and does not stop once a student leaves school.

Student learning includes programmes that integrate curriculum learning areas to provide rich and contextual experiences where possible. Learning through a process of inquiry also provides an environment to develop active, engaged, confident and competent learners. An important part of the student learning experience is being part of a learning community whose members work together for the common purpose of learning and achieving. The physical innovative learning environments throughout the school, provide flexible spaces for students and teachers to use as they journey through their learning and teaching.

A key aspect of student life is the school wide Citizenship Programme and Whanau Programme which promote and reinforce the focus values:

Whai Kaha Participation

Whanaungatanga Relationships

Whai Whakaaro Respect

Whai Mana Excellence

Developing as a participating and contributing member of society for a growing young person is an important aspect of Papamoa College.

