

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>	<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



<p>Analysis and interpretation of financial information is used for decision making purposes</p> <p>Regular review and development</p>	<ul style="list-style-type: none">● To meet regularly with the Principal to discuss aspects of financial performance and position that includes preparing the annual budget● Provide monthly reports to budget holders and meet with them as necessary● 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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