

## Business Manager - Job Description

Responsible to:

- Principal

Functional Relationships:

- Senior Leadership Team, staff, all leaders, budget holders, external agencies, students and parents/whanau

The primary roles of the Business Manager are:

- Member of the Executive Management Group | Senior Leadership Team
- 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
<b>Senior Leadership Team</b>	
Contribute to school strategic planning	<ul style="list-style-type: none"> <li>● Senior Leadership Team formulation of School Charter, Strategic and Management Plans, and day-to-day organisation of the school</li> </ul>
Board of Trustees Reporting	<ul style="list-style-type: none"> <li>● Regular reporting on Financial progress to Board of Trustees</li> </ul>
Policy Development	<ul style="list-style-type: none"> <li>● Management of the Financial policies/procedures</li> </ul>
<b>Financial Management</b>	
Provide accurate financial information and advice for the efficient operation of the school	<ul style="list-style-type: none"> <li>● Provides relevant support and advice to the Principal on financial and business matters through regular meetings and reporting</li> <li>● Management of the Business Centre that includes personnel, resources and equipment</li> <li>● Effectively manage workflow and delegation of tasks and providing support, training and performance management for relevant personnel</li> </ul>
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	<ul style="list-style-type: none"> <li>● Remaining up to date with current legislation, regulations and financial requirements</li> <li>● Working closely and effectively with the school's financial services provider and school appointed auditor</li> <li>● Ensure robust internal control systems are in place and adhered to</li> <li>● A cash flow management process is followed</li> <li>● An asset management plan is followed and an asset register is maintained</li> <li>● Statutory returns are completed accurately and in a timely fashion</li> </ul>
Effective financial planning forms the basis of any annual activity and development	<ul style="list-style-type: none"> <li>● A financial strategic plan is followed that informs annual goals and areas of development</li> <li>● The annual financial cycle including budgeting, operations ongoing processes, dealing with exceptions, and the audit process</li> </ul>

<p>Actively pursuing additional income streams</p>	<ul style="list-style-type: none"> <li>● An annual budget is prepared and relevant information is communicated to budget holders and other relevant stakeholders.</li> <li>● Regular applications are made to seek additional funding by way of external grants and sponsorship arrangements, etc.</li> <li>● Promoting and managing the hiring out of campus facilities to external groups.</li> <li>● Presentation of suitable income earning opportunities to the Principal.</li> <li>● Oversight of any school based business activities.</li> </ul>
<b>Financial Operations</b>	
<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"> <li>● Controlling, administering and managing of accounts receivable, accounts payable, cash payments and cash receipts, etc</li> <li>● Effective use of the relevant accounting software applications used</li> <li>● Effective management of all relevant financial documentation, including secure storage</li> <li>● Suitable insurance cover exists and policies are managed effectively</li> <li>● Management of the leases and administration for the laptops for teacher's and principal's programmes.</li> </ul>
<b>Remuneration and Payroll</b>	
<p>Responsible for the accurate operation of all aspects of staff salary and wage payments</p>	<ul style="list-style-type: none"> <li>● Oversee the entire schools' payroll within the Edpay system. Staff remuneration details are accurately recorded and kept secure.</li> <li>● Staff are paid the correct amount at the correct time.</li> <li>● Problems are dealt with in a timely and efficient way.</li> <li>● Any remuneration changes are documented and communicated to staff in a timely manner.</li> <li>● Effective analysis of SUE reports and management of staff banking.</li> <li>● Effective use of the Novopay payroll system.</li> <li>● Keeping up to date with employment legislation and relevant collective agreements.</li> <li>● Regular review of remuneration rates and any changes is conducted.</li> </ul>
<b>Procurement and Project Delivery</b>	
<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"> <li>● Effective processes for all purchases are followed.</li> <li>● Effective procurement processes are followed for the acquisition of assets.</li> <li>● The process for tendering, securing contracts and leases is understood, applied and communicated where relevant.</li> <li>● All contracts, leases and agreements are up to date and further the goals of the school.</li> <li>● Involvement in the preparation and management of 5YA and 10YPP in conjunction with the Principal, Property Manager and line with Ministry of Education procedures.</li> <li>● Effective management of campus projects and relevant activities</li> <li>● This includes the preparation of proposals, requests for tenders, applications, evaluation and recommendations for decision making.</li> </ul>

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> <p>Regular review and development</p>	<ul style="list-style-type: none"> <li>● A monthly financial report is prepared for the Principal and Board Finance Committee.</li> <li>● Attend monthly Board Finance Committee meetings and present the monthly financial report.</li> <li>● To work closely with the appointed auditors for the preparation of annual accounts.</li>   <li>● To meet regularly with the Principal to discuss aspects of financial performance and position that includes preparing the annual budget.</li>   <li>● Provide monthly reports to budget holders and meet with them as necessary.</li> <li>● Attendance at relevant SLT and Property meetings to represent a financial perspective.</li>   <li>● A process of regular review occurs for all aspects of financial activity.</li> <li>● An annual Business Management report is submitted to the Principal.</li> <li>● Active involvement in a process of annual performance appraisal and professional development.</li> </ul>