

Position Description

Business and Operations Manager- Full-Time

Berengarra takes a zero-tolerance approach to child abuse and is fully committed to ensuring that its strategies, policies, procedures, and practices meet all Child Safety Standards as specified in Ministerial Order No. 1359 (2022).

About Berengarra School

Berengarra School is an independent, not-for-profit, co-educational secondary school for students who have had significant difficulties in mainstream education settings. All students who attend Berengarra School have social and/or emotional disability, that have contributed to their difficulties remaining engaged in education. Berengarra School offers innovative programs to engage young people and meet their individual needs in a stimulating, non-judgmental learning environment delivered by specialist staff.

Berengarra School's values of Hope, Belonging, Nurturing and Success are at the core of everything we do. Our curriculum is delivered through applied learning and school processes are designed to realise positive learning outcomes for our students. This work is underpinned by a strong focus on wellbeing.

Berengarra School consists of the Box Hill Campus with 50 Year 7-10 students studying the Victorian Curriculum and the Chadstone Campus with 30 Year 10-12 students where the Victorian Pathways Certificate (VPC) and VCE Vocational Major (VM) is delivered.

The Role

The Business and Operations Manager reports to the Principal of Berengarra School and will take the lead in all aspects of financial strategy and property management, seeking to ensure the long-term viability of the school and to maintain and update robust structures to monitor performance and reduce risk. The Business Manager will work closely with the Principal to implement the strategic priorities of the school ensuring future growth, sustainability and compliance.

The role also acts as Company Secretary to the School Board.

Accountability

The Business and Operations Manager is accountable and reports to the Principal of Berengarra School. The Business Manager is a member of the school's Executive Team. The Business Manager is accountable to the Chairperson of the School Board when acting in the role of company secretary.

An annual staff development process will be conducted with the Principal against agreed deliverables. An annual performance appraisal against agreed Key Performance Indicators will be conducted with the Principal.

Freedom to Act / Autonomy

The Business and Operations Manager is responsible for advising and supporting the development and ongoing management of financial strategy and property management of Berengarra School. They are required to exercise judgement in operating within the framework of responsibilities delegated to them by the Principal as varied from time to time. Any matters regarded as being extremely serious, which would include but not be limited to risk and legal events, must be brought to the attention of the Principal in a timely and effective manner.

Child Safety

Berengarra School is committed to the safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making. Berengarra School has zero tolerance for child abuse. We are committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives. Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability. Every person involved in Berengarra School has a responsibility to understand the important and specific role they play individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

Key Areas of Activity

- Leadership
- Continuous Improvement and Innovation
- Financial strategy, development, and Management
- Community Liaison and Stakeholder Management
- Representation at external bodies

Duties and Responsibilities of the Business Manager

Executive responsibilities/Strategic leadership

- Play an active role in the development and implementation of current and future strategies and objectives, ensuring that the school makes the best

use of its resources including consideration of financial implications of planned strategies

- Attend Executive Team meetings, contribute to school direction.
- Assist in the formulation of strategic initiatives of the school by conducting feasibility studies and preparing impact scenarios of proposed changes from the financial/resource perspective.
- Model a leadership style and approach that reflects and supports the vision and values of the school

Financial Management

- Banking, bank reconciliations and monitoring of cash flows, fund investments.
- Formulation of recommendations regarding the level of school fees and charges.
- Meet families for discussion of fees as part of the enrolment process
- Fee billing each term, fee adjustment for students commencing through the term.
- Appropriate action on outstanding fees.
- Management of purchasing in relation to both operating and capital expenditure and payment of creditors
- All matters relating to general ledger entries, journal entry adjustments.
- Processing of payroll and payment of taxation, superannuation, salary packaging and preparation of group certificates (payment summaries).
- Preparation of GST and BAS statements
- Development and implementation of Internal financial controls
- All financial transactions are recorded and soundly supported by appropriate documentation. Accounting records report the true financial position of the school in a clear manner which ensures they can be relied upon with confidence to provide a basis for informed financial decision making.
- Financial records include all transactions and these transactions can be fully verified. Nothing is omitted and the financial reports should represent a complete and accurate picture of the school's actual financial position.
- All assets are recorded on the asset register and there is security around safe keeping and confidentiality of records.

Statutory and Legal

- Preparation of annual Statutory Financial Accounts and Reports.
- Adherence to statutory regulations in relation to Corporations Law, taxation, government funding, safety, town planning and building.
- Liaison with Principal and the School Board on matters requiring legal advice.
- Function as public officer to the company.
- Function as Company Secretary to the legal entity.

GOVERNANCE, RISK MANAGEMENT AND OCCUPATIONAL HEALTH AND SAFETY (OH&S)

The Business Manager is responsible for identifying and implementing systems to manage all classes of risk to the school:

- Ensure effective risk management practices including OH&S, disaster recovery, employment law and third-party contract management.
- Health and safety (OH&S) compliance in all areas of the school and develop, implement, and review associated policies and procedures and risk management strategies.
- Ensure the school has effective and adequate insurances (including for capital works projects) ensuring that the College is adequately insured against all significant risk, and manage any claims that arise.
- Responsible for ensuring the school compliance with all Laws, Acts and Regulations relevant to this area of responsibility
- To implement systems, in conjunction with EPTAC, to ensure OH&S compliance in all areas of the school

Personnel

- Provide line management of administrative staff, developing trusting and respectful relationships
- Ensure employees meet business requirements.
- Organise and supervise other external contractors.
- Ensure knowledge of award conditions and agreements applicable to teaching and non-teaching staff; update changes in award documents
- Review and recommend remuneration of staff in consultation with Principal
- Maintain statutory personnel records for all staff.

Systems Management

- Review, develop and enhance financial and administration systems.
- Input financial data for new students, fees, cash receipts and payments onto computer system.
- Record and report on staff leave and liabilities.
- Ensure all administrative systems are soundly based to prevent fraud and loss.
- Work in conjunction with the external auditor to monitor internal controls.
- Responsible for managing and coordinating staff access to information and technology resources including computers, laptops and school hardware and software.
- Prepare submissions in consultation with the Principal for Government funding, both State and Federal.

- Assist in preparation of submissions to charitable trusts, foundations and other bodies for financial grants. Liaise with the administrators of trusts, foundations etc. as required.
- Ensure records of donations are kept, acknowledgement made, and receipts issued.

Property/Infrastructure and Resource Management

- Ensure that adequate maintenance is carried out on all school buildings, property and grounds to maintain effective use of facilities.
- Ensure the safe custody of school property including the insurance of property and assets.
- Ensure that costings and quotes for all works are completed in a timely manner.
- Develop and maintain files for all buildings and grounds including plans, specification and other pertinent information.
- Implement budgeted minor and major capital building projects in conjunction with appointed consultants.
- Participate in the planning for construction and renovation of school facilities and make recommendations where appropriate.
- Inspect all contracted work and equipment purchased and, if satisfactory, make payment.
- Supervise contractors as required, identify problems and offer solutions.
- Attend the school outside normal working hours as necessary – including holiday periods.
- Ensure all buildings are regularly and adequately cleaned and secured when not in use.
- Ensure that school vehicles are maintained to comply with safety requirements and free from vandalism.
- Ensure all buildings and services meet all compliance and safety requirements (All process checks and reports)
- Maintain and manage OHS inspections and calendar. Up to date risk assessment is conducted.
- Take responsibility for significant school facility projects, and provide strategic advice about facilities management to the Principal, Leadership Team and community.

Administrative

- Ensure that all school administrative records are properly and securely maintained.
- Liaise with staff on general administrative matters
- Maintain communications with local, state and federal authorities as appropriate and be informed on relevant legislation and practice
- Maintain liaison with School Associations and related bodies and assist with administrative and financial advice.

- Assist in preparation for bi-annual staff conferences.

Health, safety and wellbeing

Implementing, coordinating and monitoring workplace health and safety practices throughout the school. This could include:

- monitoring risks, accidents, and injuries
- developing and implementing preventative measures
- case managing injured workers.
- Managing the admin tasks health, safety compliance. Ensure the collection of qualification and training certificates e.g. VIT

Responsibilities and Duties as Company Secretary

Attend all meetings of School Board and act as Company Secretary, the duties and responsibilities of which include:

Meetings and Minutes:

- Notifying members in advance of meetings and ensuring that the agenda and board papers are prepared and forwarded
- Recording and distributing minutes and maintaining a full set of board papers
- Preparing for and attending all AGMs and extraordinary meetings
- Ensure that adequate office/administration services are available to the School Board

Compliance:

- Ensuring that all legislative obligations of the school are met including ASIC, the ATO and any other regulatory bodies
- Providing advice on director liabilities and insurance

Governance Administration:

- Maintaining a register of company policies as approved by the board
- Ensuring that all directors have copies of the Board Charter and associated governance documentation
- Maintenance of the School Board action checklist

Specific responsibilities under the Corporations Act:

- Notify ASIC of any changes to principal place of business, personal details of Directors
- Lodge reports with ASIC as required

Reporting to School Board:

At each meeting of School Board provide a Financial Statement including Profit and Loss Balance and Cash Flow Statement for:

- Previous year (actual)
- Current year to date (budget and forecast)
- Current year total (budget and forecast)
- Forecast of future profit and cash flows
- A statement regarding regulatory payments (super, taxes) being up to date
- Balances of bank accounts, investment accounts and term deposits

Short and long-term liabilities, creditors, and equity:

- Prepare and provide financial plans, budgets and forecasts, both capital and recurrent.
- Keep accounts and records of financial operations and ensure that the financial position and operation of the school is monitored and reviewed.
- Ensure that the school meets the standards of financial viability as set by ASIC

This position description is an overview of the duties and responsibilities of the role and does not represent the entirety of this position. The Principal reserves the right to vary this position description to meet the changing needs of the school.

Terms and Conditions

In undertaking this position, compliance with all Berengarra School policies and guidelines as outlined in the Staff Handbook or its equivalent is required.

Child protection legislation requires the holder of this position to be subject to employment screening.

Key Selection Criteria

Experience, Skills and Knowledge

- Knowledge of, and experience in, financial planning and management (including budget preparation and management), accounting and administrative services, customer services, legal matters and contract management, property and utilities management, insurance and risk management, compliance, personnel and payroll services.
- Experience in the leadership and management of support staff and input into policy development.
- A proven capacity for strategic planning and development.
- The ability to be able to demonstrate a commitment to the school values and education philosophy of the school.
- Understanding or the ability to acquire the understanding of the funding arrangements and reporting obligations surrounding the education sector.

- Highly developed communication and interpersonal skills in order to relate to a variety of audiences. This includes proficiency in the use of information and communication technologies.
- Have a proven ability to work in a collaborative environment as a member of an Executive Team.
- Proven ability to develop, analyse and monitor key data and analytical trends

Personal Attributes

- A proven capacity to work independently and effectively in the face of changing priorities, deadlines and pressures.
- Demonstrated ability to provide candid and considered feedback to peers, colleagues and staff
- Identify with Berengarra School values of Hope, Belonging, Nurturing and Success and are willing and able to embed them into your everyday practice
- Open and collegial, with strong leadership skills
- Excellent organisational and planning skills
- Excellent verbal, written and interpersonal communication skills
- Ability to work independently and show initiative
- Show continuing professional learning and reflection
- Initiative-taking, conscientious, dependable, and enthusiastic
- Honesty, integrity, and compassion
- Ability to maintain confidentiality with school leadership

Required Qualifications

Tertiary qualifications in Accounting, Business or Commerce related field.

Highly Desirable

- Post-graduate professional qualification (CA or CPA) and a commitment to ongoing professional development.
- Knowledge of compliance requirements for registration and accreditation of schools and solid understanding of the general regulatory requirements affecting the education industry, with knowledge of VRQA minimum standards.