St John’s Regional College is a Catholic Co-Education College of 700 students, with a proud Lasallian and Presentation Heritage.

St Johns Regional College is committed to Child Safety and Wellbeing. All employees are required to have a sound knowledge of Child Safety Standards, Policies and Procedures and adhere to the Child Safety Code of Conduct.

**Key Responsibility Areas and Duties**

**Position Objectives:**

The Assistant Business Manager is a senior position within the College’s Finance and Administration structure. The Assistant Business Manager will support the Business Manager to ensure the financial viability of the College and the appropriate provision of the resources, buildings, facilities and human resources required to effectively support the educational programs of the College.

The Assistant Business Manager will have responsibilities in the areas of Payroll, Human Resources, Financial Management, Risk Management and Compliance.

**Key Responsibilities**

1. **Finance**

* Manage, supervise and direct the financial operations of the school on a day-to-day basis, including accounts payable and receivable functions.
* Process all aspects of the payroll function including leave management, superannuation obligations/reconciliation and salary packaging.
* Day-to-day management of aged debtors and debt collection processes, including interviews with fee remission appraisals and making recommendations regarding legal action and maintaining confidentiality
* Ensure finance systems, policies and procedures meet the school needs, MACS and legislative requirements and are efficient and effective.
* Responsible for the completion of end of month processes, including balance sheet reconciliations, updated financial asset register, journals and trial balance.
* Prepare and submit statutory reports, including but not limited to BAS, GST, FBT, Foundation Financial Statements, Annual Financial Statements and MACS reporting.
* In consultation with the Business Manager, prepare financial reports to senior leadership, Finance and Risk Committee and Governing bodies.
* Analysis of performance against budget and regular reporting throughout the year.
* Assistant in the preparation of the draft budget for consideration by the Principal and Business Manager.
* Assist with and support the Business Manager to ensure the smooth running of annual external audit process, including preparation and provision of financial data and reports.
* Administer insurance claims and payments.
* Complete other financial analysis and forecast reports as requested by the Business Manager.

1. **Operations**

* Assist and support the Business Manager with the following, but not limited to, key roles as required
  + HR Management including interviews, staff reviews and allocation of tasks.
  + Risk Management and Compliance, including Workers Compensation claims and Emergency Management
  + Property Maintenance, Infrastructure, and ICT Management
  + Graduate’s Restaurant staffing and business unit management
  + St John’s Football Program contract management
  + Enrolment processes
  + Provision of administrative support to teaching staff
  + Attend school events as required

**Key Relationships**

*Internal:*

* The Assistant Business Manager reports to the Business Manager.
* Direct Reports to this position are as follows:
  + Accounts Payable
  + Accounts Receivable
  + Accounts Receivable – Families
  + Administration Staff

*External:*

* MACS
* Auditors
* Suppliers
* Students and Families

**Key Selection Criteria and Qualifications**

*Essential:*

* Appropriate qualifications and experience in accounting and/or business management and a knowledge of current accounting standards and professional practice
* Demonstrated high level accounting skills with experience in the preparation of annual and periodic financial statements to meet the requirements of Australian Accounting Standards, ASIC and ACNC requirements.
* Knowledge of GST, PAYG, FBT and other taxation issues
* Demonstrated experience in the development and preparation of an annual budget and forecasts
* Advanced skills in 365, in particular Excel, databases, reporting software and general use of ICT.
* A person with initiative and drive with the ability to work independently as well as in a cooperative team environment
* Highly developed organisational, problem solving and analytical skills
* Excellent professional communication, verbal and written, and interpersonal skills
* Commitment to professional development and willingness to undertake training as required to further develop skills
* Current Working With Children check/ Police Check

*Desirable:*

* Knowledge of functional area(s) in an education context
* Synergetic Database experience
* Current level 2 first aid certificate.

**Further information**

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| --- | --- |
| **Employment** | Full Time |
| **Report To** | Business Manager |
| **Tenure** | Initial 6 month contract with view to go ongoing |
| **Award** | Victoria Catholic Education Multi Enterprise Agreement 2018 |
| **Date** | June 2022 |

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