



John XXIII College
community. spirituality. learning. service.

Business Manager Position Description

The role of the Business Manager is primarily focused on managing the financial affairs of the College and related issues and providing support and advice in the areas of finance, business, and human resources.

The role is a significant leadership position and as such is a member of the College Executive Team. The Business Manager attends all Board Meetings as well as relevant Board Sub Committees; works with the Head to promote and develop the community within the College.

The key areas of responsibility are:

Leadership

1. To supervise the Finance Officer
2. To develop, implement and manage policies, procedures and activities in the areas of finance and business and assist in the areas of human resources.
 - a. Liaise with the Canberra Business Chamber.
 - b. Regularly review policies and procedures in light of changing management practices and legislation.
3. To work with the Deputy Head of College to assess the overall performance of the Administration Team.

Strategic

1. Provide financial information (Data Analytics, Cashflow and P&L projections) and interpret the implications of financial reports in relation to business performance and funding requirements.
2. Assist with the development of the College Strategic Plan and the costing of Building Proposals, the Capital Master Plan and Property Management Plan.
3. Work with the Finance Committee and attend all College Board Meetings and Finance Committee Meetings.
 - a. Financial Reports, Balance Sheets, Forecasts and Cash Flows, Strategic Financial advice and the annual budget;
 - b. Prepare Minutes of each meeting

College Finances

1. In collaboration with the Head of College and other John XXII College Managers, provide a financial framework for the effective operation of the business.
 - a. Coordinate the development, implementation, management and monitoring of the College's accounting systems.
 - b. Manage MYOB and Financial Computing Systems.
 - c. Manage and reconcile all banking (accounts and loans) in Starrez and MYOB.
 - d. Manage the ATO relationship – BAS, PAYG and FBT.
 - e. Submit reports and updates to the ACNC, ASIC and other Government agencies.
-

- f. Manage the Budgetary process.
 - g. Liaise with the auditors in their role.
 - h. Collaborate with the Head of College to review the College's financial position.
 - i. Manage the Business mailbox.
2. Oversee the preparation of financial reports that summarise and forecast the organisation's financial position – including income and expenditure statements, balance sheets, debtor management, payroll and analysis of future earnings / income in compliance with ACNC and Australian Accounting Standards.

Other duties

1. Assess the applications for Bursaries (with the Deputy Head of College).
2. Attend, assist and contribute to the management of major College events (e.g. O-Week, Parents Weekend, Alumni Events and ANU Open Day) and promotional / public relations activities.
3. Other duties as directed by the Head of College, consistent with this level of position.
4. Cross train with Payroll and Website upgrades.
5. Oversight of the College Conferences portfolio.

SELECTION FOCUS

- Qualification or experience in a Finance and human resources management role.
- Experience working in the not-for-profit sector working with Boards.
- Highly developed interpersonal skills, with proven ability to build productive effective relationships and communicate with a diverse range of stakeholders both internally and externally.
- Demonstrated ability to contribute to a team in a professional and collaborative manner.
- Excellent organisational skills including the ability to determine priorities, attention to detail and meet regular deadlines.
- A demonstrated knowledge and understanding of Work Health and Safety regulations as they relate to employment.
- Be empathetic to the Catholic mission of the College and model a collaborative style of leadership that reflects the College values.

Note: *It is not the intention of the position statement to limit the scope or accountabilities of the position, rather it highlights the key responsibilities. The responsibilities listed above may be altered in accordance with the changing requirements of the role.*
