

Administrator / Business Manager

Overview

Olivet Christian College is a small Christian school in central Victoria that has been operating since 1979 with students from Foundation to Year 10.

The Role

We are looking for an outstanding and experienced candidate to step into the role of Business Manager. Initially, the role will be part-time with the potential to become a full-time role. This is a pivotal role, which will support the growth of the College.

The Business Manager, under the direction of the School Principal and as a member of the School Management team, is responsible for the Business, Finance, Policy, OHS, and Property Maintenance.

The Candidate

The ideal candidate will have:

- Extensive experience in Business working in schools including Policy development and marketing;
- Working with Children Check
- First Aid Certificate
- OHS Certification or experience

Personal Attributes

We are looking for a self-directing individual who is flexible and honest; someone who is a team player with demonstrated sound work ethics and integrity; and a people-person with a genuine interest in Christian education.

Scope

Under the direction of the School Principal and the Executive, the Business Manager will look after the following areas of the School.

Financial Planning

- Assess short, medium, long-term needs
- Reckon Financial Program – accounts and payments
- Monthly BAS Statements
- Budgeting
- Monitor income and expenditure and recommend strategies
- Familiar with Federal Government Capital Grant schemes, State Government Interest Subsidy
- Payroll – oversee fortnightly payroll, Long Service Leave etc.
- Prepare management accounts as required to present to the Board, including a written report highlighting any issues for Board attention.

Reporting to Department of Education – State and Federal

- Financial Accountability
- Audit preparation
- Census – State and Federal
- Financial Questionnaire
- Administration

Personnel

- Advice to the Principal on new and existing Staff salary levels and conditions of employment in accordance with relevant Awards and employment contracts.
- Liaison with staff on employment and Industrial Issues, including superannuation requirements etc.
- Rehabilitation Officer for Workers Compensation purposes.
- Liaison with professional bodies (i.e. ISV, CSA, AACS) in relation to current Industrial Relations matters and Award negotiations.

Building and Security Contractual Management

- Insurance
- Development of the administration computer systems including both hardware and software.
- Risk Management
- Property and Security Maintenance
- Oversee the cleaning contractors and grounds maintenance
- Motor Vehicle Fleet management
- Deputy Chief Warden for Emergency Evacuation purposes.

Involvement in the life of the College

- Attendance at staff, and Executive meetings.
- Involvement in planning of college events.
- Support of staff.

Board Secretary

- Preparation of agenda for Board meetings in conjunction with the Principal, and distribution of board papers to Board members prior to meetings
- Preparation of Board meeting minutes
- Arranging annual general meeting of the company within the prescribed time and sending out to member's relevant notice of meeting, subscription notice and financial statements
- Lodgement of annual returns and other forms required by the Australian Securities Commission e.g. forms covering changes in directors.
- Lodgement of any other prescribed forms
- Maintenance of registered office including all company records and registers
- Providing secretarial assistance to the Executive and sub-committees where necessary.
- Being the "Public Officer" for taxation purposes and ensuring maintenance of appropriate taxation records and compliance with the Income Tax Assessment Act and other relevant legislation.
- Annual census completed online after review with Principal.
- Policy development to ensure strong systems of internal control and segregation of duties where practicable.
- Attendance at Executive meetings, plus other meetings as required.

Interested Applicants

If you would like to apply for the Business Manager position, please email your résumé, as well as a statement as to why you believe you would be a good fit for this role to our Principal:

snicholas@olivet.vic.edu.au

The closing date for this position is 17th December 2021.

Please note that applications will be reviewed upon receipt and the School reserves the right to appoint a successful applicant prior to the close of applications or re-open the recruitment process after the closing date, if necessary. Only applicants proceeding to the interview stage will be contacted.