



POSITION DESCRIPTION

POSITION:	Business Manager
REPORTS TO:	Principal
DIRECT REPORTS:	ACE Manager (Adult Education Centre) He Puaawai Young Parents' Centre Leader of Curriculum Site Supervisor Accounts/Payroll Administrators Receptionist/Secretaries Vocational Leader

COMPANY VALUES

Learn with Purpose

Engage with Pride

Act with Respect

Dare to Succeed

PURPOSE OF POSITION

To be responsible for the effective management and leadership of the financial, commercial resources, support services functions and assets of the school. This will be achieved through the provision of strategic and operational business support and advice to the Principal, Senior Leadership Teams, and the Board, along with the effective leadership and development of staff in the finance, administration, facilities management, property, catering, health and safety, domestic support, and other school functions.

The strategic direction of the school is set by the Board and Principal, and it is expected that the Business Manager will contribute to the strategic direction, including financial leadership.

KEY RESPONSIBILITIES

Expected Outcomes	Performance Indicators
To oversee and manage the school budget and finances	<ul style="list-style-type: none"> ● Provide strategic leadership & management of the finance function to ensure efficient and effective operation of the accounts office and finance team. ● Support the Principal and Board with the provision of rigorous business analysis and advice in relation to strategic issues and funding matters to support decision making, including but not limited to: <ul style="list-style-type: none"> ○ Capital projects (covered more in detail below). ○ Operational contracts. ○ Bank staffing ● Oversee finance team to ensure efficient and effective management of the school budget and systems. ● At the end of November, the year preceding for the next year's expenditure <ul style="list-style-type: none"> ○ A relevant and complete budget is constructed and implemented ○ The budget will be presented to the board for their approval ● Meet all requirements for budget expenditure relating to: <ul style="list-style-type: none"> ○ Asset purchases and the rules around that ○ Purchases greater than \$500.00 including GST. ● Discussions with budget holders to keep spending in check and ensure all procedures are adhered to are completed on a monthly basis ● Check that bank reconciliations are completed to strengthen confidence in the process ● Checks GST returns to ensure the school meets its obligations to the IRD ● Match Banked Staffing with SUE report and Principal's expectations. ● Implement the Board's debt collection policy and procedures to ensure debt owed to the school is collected in a timely manner. ● Report any unusual discrepancies to the principal. ● To ensure all staff are on Education Payroll Limited (EPL) and as much as is possible, they are paid correctly
Annual Audit Process	<ul style="list-style-type: none"> ● Agree with the Board the approach and timetable for the annual audit process. ● Prepare the draft financial statements, table them with the Board for approval before sending to the auditors within the statutory deadline. ● Prepare the required documentation for the auditors and participate in the audit process to finalise the financial statements before the designated Board meeting. ● Ensure the audit process has been completed, the financial statements have been signed off by the Board and the annual report sent to the Ministry of Education by the statutory deadline.
Capital Projects	<ul style="list-style-type: none"> ● Monitor and review procurement policy and procedures to ensure they are robust, cost efficient and follow Ministry of Education guidelines and requirements. ● For any projects where the Board is using a tender process – manage that tendering process to ensure full compliance with School procedures and Ministry of Education guidelines and requirements

	<ul style="list-style-type: none"> ● Review all draft contracts prior to commitment to the supplier to ensure there are no significant deficiencies in the contract which would be detrimental to the schools. ● Manage all aspects of Capital Projects (as applicable) to ensure they are completed on time, to specification and within budget. This area may be completed in conjunction with other staff members such as the executive and the Property Manager.
Attend meetings and complete reporting	<ul style="list-style-type: none"> ● Monthly reports and forecasts will be presented to the board for their approval <ul style="list-style-type: none"> ○ These reports will include commentary where necessary to keep the board and management abreast of the financial performance of the school. ● Proactively follow up concerns and risks highlighted in the reports ● Inform the principal and the board regularly, keeping them abreast of specific tasks and requests they have delegated to the BM ● The BM anticipates the financial information the principal and the board require to govern, lead and manage the school, and proactively shares that information with the principal and the board ● Advise and guide Principal and Board in management of school finances ● Facilitate the School Finance Committee meetings
Oversee the management of the school property, plant and equipment	<ul style="list-style-type: none"> ● Oversee & manage the development of the school's annual and 10 year property plan (10YPP), leveraging the knowledge and experience of staff both across the school & within the property team and appointed consultants. ● Responsibility for property management/maintenance and day to day property matters are the responsibility of the Property Manager, who reports to this position. ● Maintain a fixed asset register, ensuring it is up to date on a six-monthly basis ● In conjunction with the Property complete an asset management plan (with a 3–5-year view) which includes classes of assets, condition of those assets and when they will be required to be replaced. Ensure the asset management plan fits with the yearly budget process and the strategic direction of the schools, (see specifically ICT below) ● In conjunction with Painting contractors implement a 10-year painting plan which will slot into the 10YPP when it is completed ● Work with the MoE and Property Consultant to assist with the 10YPP as applicable ● Ensure there is adequate insurance in place for all property, plant and equipment and process any insurance claims on a timely basis for any assets damaged, lost or stolen
ICT	<p>In conjunction with the TIC ICT:</p> <ul style="list-style-type: none"> ● On completing the asset management plan ensure the ICT area is completed at a more detailed level with current and future ICT requirements identified given the shorter life span and changing technology of the digital assets. Ensure the ICT area of the asset management plan fits with the yearly budget process and the strategic direction of the schools.

Manage School Contracts/MOU/MOA/policies	<ul style="list-style-type: none"> ● Checks all contracts/MOU/MOA/policies for irregularities before signing ● Files all contracts/MOU/MOA/policies ● Reviews all contracts/MOU/MOA/policies
	<ul style="list-style-type: none"> ● Ensure that the school canteen and catering function is of a high quality, is commercially based and customer focused, including: <ul style="list-style-type: none"> ○ Regular meetings with the school canteen provider(s) to ensure regulatory requirements and the lease agreement are being met. ○ Working with the canteen school provider(s) on a regular basis to obtain feedback from the school community about the service provided by the canteen. ○ Address any concerns raised with regards to the canteen and the provision of canteen services. ○ Work with the executive team to ensure that the Ministry School lunch provider is of a high quality and customer focused, including working with the school lunch provider on a regular basis to obtain feedback about the service. ○ Address any concerns raised with regards to the provision of services.
To be an effective, contributing member of the Executive Team	<ul style="list-style-type: none"> ● Evidence of a close, collaborative relationship with other senior leaders. ● Evidence of deputising for other senior leaders as required
To share the overall organisation, supervision and management of resources, administrative systems and tasks throughout the whole School so as to ensure the effective, efficient operations of the School	<ul style="list-style-type: none"> ● Evidence of daily and weekly communications and long term planning in specified areas ● Administrative systems are simple, effective, and known to the users ● Evidence that all resources are valued and used to the best advantage ● Displays a common concern for the care, security and safety of School and personal property

PERSON SPECIFICATION

Education:

- Bachelor's degree in finance or business management

Experience:

- 5 years' experience in a management/leadership position
- A strong business and/or financial management background (preferably 10 years relevant experience)
- Computer literate and proficient in use of Microsoft Suite and Google Apps for Education

Personal Attributes

- Business Acumen
- Strategic Thinking
- Leadership
- Financial acumen
- Attention to detail
- Adaptable
- Solutions driven