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## Business Manager

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Oran Park Anglican College is a co-educational College catering for more than 700 students Prep –Year 12 in 2019. The College is seeking a motivated, hardworking and professional person to join our Executive team. Applicants must be able to support the College’s Christian values and have a high level of comfort with change, be open to engage in a variety of tasks, be flexible and willing to be involved in a range of activities.

### Primary Purpose

The Business Manager is responsible to the Principal for all matters of administration and financial control of the school, including the annual budget, human resources, fee collection, payment of accounts, compliance and regulatory reporting. The Business Manager is involved closely in the development and implementation of the College’s strategic plans and will work closely with other members of the Executive at the College. The successful applicant will also closely work with members of The Anglican Schools Corporation which Oran Park Anglican College is part of.

### Essential Criteria

The successful applicant must have the capacity to provide superior executive support and initiatives in a range of duties and responsibilities. Essential criteria for this role include;

- A committed Christian and an active member of a church.
- Understanding of and ability to contribute to the vision and mission of Oran Park Anglican College.
- An exemplary leader and manager
- Display high levels of time management and organisational skills.
- Well organised, loyal, honest, discreet, calm and competent leader/manager with a strong sense of community service
- High level of competency in the Microsoft suite
- Excellent interpersonal and written and verbal communication skills and experience to adapt people style and approach as appropriate.
- An appropriate tertiary qualification

### *Desirable requirements of the position*

- *Membership of CPA Australia or Chartered Accountants Australia & NZ.*
- *Experience using Quickbooks and/or Great Plains general ledger systems*
- *More than 2 years successful experience in a comparable role.*

#### **Vision**

To be a vibrant learning community where every member is valued, high standards of character, behaviour and relationships are set and Christ is honoured

#### **Mission**

To grow and nurture Excellence, Wisdom and Service

## **Major Responsibilities**

The Business Manager is directly responsible to the College Principal for, but not limited to, the following duties:

### **1. The efficient management of College finances including:**

- Preparation of the annual budget in consultation with the Principal ensuring alignment with the mission, values and strategic objectives of the College as determined by the College Council and the Corporation
- Closely monitoring overall budget performance, including review and input to the monthly Financial Report prepared by Group Office
- Assistance with the Financial Year end audit process for the College managed by Group Office
- Development and oversight of College financial procedures, internal controls and segregation of duties (where practicable) to ensure the integrity of the College financial records
- Parent liaison for all financial matters including College fees, optional and sundry charges
- Liaising with the Accounts Receivable (Group Office) on the collection of College fees, reviewing student bursaries, meetings with debtors and making recommendations to the Principal when families require fee relief.
- Oversight of Trading Activities (uniform shop, canteen and after college care) including liaising with external providers and conducting a tender process for the services as required.
- Preparation, review and monitoring of College student activity budgets (optional camps, excursions, etc)
- Overall management of the preparation and processing all of the College's purchases and payments in a timely manner in accordance with creditors terms and Corporation guidelines
- Maintenance of appropriate electronic and physical records of the College in accordance with appropriate regulations
- Develop and maintain up-to-date knowledge of market and industry developments

### **2. The efficient management of Human Resources and Payroll including:**

- Processing and maintenance of personnel records
- Preparation of fortnightly casual timesheets for processing by The Anglican Schools Corporation
- Provision of advice to the Principal and Executive staff regarding industrial relations issues (including employment agreements, statutory requirements, etc)
- Assisting staff with payroll-related matters including superannuation and salary packaging
- Act as College Return to Work Coordinator and liaison point for workers compensation matters

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### **3. Liaison with regulatory bodies, including**

- Ensuring that all government requirements for funding and compliance are satisfied including the preparation of Student Census, Fringe Benefits Tax, GST and other requirements, as necessary
- Working with the Property staff to ensure the College buildings and equipment are maintained and all certificates and registrations are renewed.

### **4. Other duties, including**

- The supervision of Accounts and Property staff, including professional development
- Attend College functions as required with notice
- Perform any other duties as is required by the Principal from time to time.
- Work collaboratively with other staff to promote the College's values: courage, curiosity, craftsmanship, collaboration and compassion.

### **Status**

Permanent Full Time (Annual)

### **Commencement Date**

25 January 2019 (or as soon as possible after this date)

### **Submitting an Application**

Applications will only be considered if the relevant "Application for employment – General, Support, Clerical" form and Working with Children Check is completed and disclosed on your application.

In addition, please provide a supporting statement about your experience which demonstrates your ability to meet the essential criteria listed above.

The "**Application for Employment – General, Support, Clerical**" form and link to the relevant Working with Children Check can be found under the "Employment" tab of our website.

Please forward your application marked "Private and Confidential" to:

Mrs Naomi Wilkins  
Principal  
Oran Park Anglican College

Email [employment@opac.nsw.edu.au](mailto:employment@opac.nsw.edu.au) – one PDF document

Website [www.opac.nsw.edu.au](http://www.opac.nsw.edu.au)

### **Applications close when position filled**

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