Peace Lutheran Primary School

BUSINESS MANAGER

Candidate Information Pack, May 2023

Principal's Welcome

Thank you for expressing interest in the role of Business Manager at Peace Lutheran Primary School, Gatton. The School is situated in the heart of the Lockyer Valley and is only minutes away from Toowoomba or Ipswich. Nestled in the heart of town, Peace has been a rich part of the local tapestry for the past 40 years and has a great reputation in the local community. The School is owned and supported by Peace Lutheran Church, and together we seek to continue to be a presence and witness to the local community. We are seeking to appoint an experienced and future focused business leader to our Leadership Team. This person will be blessed to be part of a team of committed and passionate people who work closely together to provide students with great learning opportunities, supported by wonderful staff, in a caring, Christ-centred environment.

It is our vision that Peace continues to cement itself as the school of choice in the Lockyer Valley by providing a quality, innovative and future focused education for each student. Offering quality Christian education from Prep to Year 6, our community thrives on strong, open, and transparent relationships between all stakeholders. Peace has encountered strong growth in enrolments and it seeks to further develop opportunities to reach out to families in the local area and share its story of providing a safe and caring environment where each student is known and valued, and provided a community that values, ***learning, courage, compassion, and relationships.***

OUR VISION

All members of the school community are valued as individuals, each created with unique God-given gifts and talents, and each loved by God as seen through the gift of his Son, Jesus Christ. It is our vision to continue to be ***striving for excellence in Christ-centred education*** as we work together in an atmosphere of collaboration and respect.

OUR MISSION

Our mission statement is ***Through Christ – learning, living, loving; mind, body, soul***. We strive to support and nurture the whole child and give them the toolbox and resources they need to thrive now and into the future. All this is achieved in a supportive, Christian school context, where God's love and grace is received and shared. I invite you to read this information pack, explore our School and what it stands for and allow us the opportunity to share with you our vision for the future of education here at Peace. Thank you for taking the time to consider this exciting position on our Leadership Team. I look forward to receiving your application for this role.

In His Service,

Mark Blackwell

Principal

BUSINESS MANAGER POSITION

Peace Lutheran Primary School, Gatton is a vibrant and growing primary school situated in the Lockyer Valley. Peace has a strong focus on providing high quality, contemporary learning for all students in a caring, safe, and compassionate environment.

Current enrolment is approximately 290 students. The School is double-stream from Prep to Year 6 and is well resourced and in a strong and stable financial position.

In recent years Peace has developed a new masterplan and has completed the first part of Stage 1 of the plan. A new strategic plan has been developed after extensive community and stakeholder feedback and has been launched at the start of 2023.

The School is owned and operated by Peace Lutheran Church, Gatton. The School Council, appointed by the Church, provides governance, strategic direction and policy development for the School. The School enjoys a close working relationship with Peace Lutheran Church and desires to continue to work together as the Body of Christ at work in the local and surrounding areas.

Applications are sought for:

A passionate, energetic business leader to join the School Leadership Team at Peace. The Business Manager will report to the Principal and School Council and will have the ability to demonstrate strong business, finance, strategic, communication and leadership skills.

The Business Manager requires a high level of competence in a wide range of areas, including finance, general administration, people management, communications, legal issues, technology, facility management and governance. Experience in the operations and culture of a school environment is preferred. An active involvement in the life of the School is required. Your ability to uphold the ethos of the School and support the teaching of the Lutheran Church of Australia must be demonstrated.

This full-time position (5-year contract) with generous working conditions is available for **commencement from Monday 31st July 2023** (or earlier by negotiation).

POSITION DESCRIPTION – BUSINESS MANAGER

Broad Responsibilities:

1. The Business Manager is responsible to the Principal for all matters of business administration and financial control of the school, including annual budget, cash flow, fees collection, rebates, and payment of accounts and property matters.
2. In the areas of budget preparation and financial planning, the Business Manager shall liaise with the Principal, Leadership Team and members of the School Finance Committee. The Business Manager is required to attend School Council meetings as an advisor to the Council on financial matters.
3. The Business Manager is responsible for the oversight and operation of the following functions, Administration, Finance, IT, Buildings, Grounds and Maintenance, Workplace Health and Safety, Tuckshop, Uniform Shop and all associated staff.

Ethos

It is expected that the incumbent will conduct their work in an atmosphere of Christian service in support of the Ethos of Lutheran Schools.

Peace Team

As a valued member of the team of staff, each member of staff:

- desires to work in a Christian environment;
- reflects a clear faith and trust in God, or a desire to explore and grow in faith and trust in God;
- demonstrates an appreciation for the culture of the school community and seeks to contribute positively to it and enhance it in their daily interactions;
- supports the Christian underpinning of the school and its community in words and actions;
- actively adopts and upholds the school's mission, vision, values, strategic plan and school improvement plan;
- speaks the truth in love, communicates effectively and is actively invested in appropriate conflict resolution strategies;
- demonstrates professionalism;
- upholds the strictest of confidentiality;
- is familiar with and supports school policy and procedures in all activities;
- demonstrates patience;
- is responsive to family needs in a professional manner and makes families and visitors feel welcome;
- demonstrates mature and effective interpersonal skills; and

- maintains a healthy working relationship with partner organisations, including but not limited to Peace Lutheran Church, Lutheran Education Queensland, Lutheran Education Australia, and Faith Lutheran College, Plainland.

SPECIFIC AREAS OF RESPONSIBILITY

Accounting Control

This involves:

1. Direct supervision and accountability for, as well as delegation to, Administration staff in the performance of their duties, to ensure timely and accurate completion of tasks;
2. Ensuring there is proper accounting for and control over all income and expenditure of the school;
3. Responsibility for Policy development to ensure strong systems of internal control and segregation of duties where practicable;
4. Attendance at School Council, Finance Committee, Parents & Friends, and other meetings as required by the Principal or School Council from time to time;
5. Preparation of end of year financial statements and statutory returns in accordance with Australian Accounting Standards and the Australian Charities and Not for Profits Commission and ensuring financial statements are audited and lodged within the prescribed time;
6. Understanding and oversight of Government funding arrangements through Lutheran Education Queensland;
7. Debtor management and control including fee collections and following up on outstanding accounts;
8. Oversight of the school's borrowings and repayment program (where applicable);
9. Ensure all BAS and taxation lodgments (GST, PAYG, FBT) are prepared and submitted within the prescribed timeframes;
10. Be responsible to Lutheran Education Queensland as the "Approved Authority", for financial matters in relation to the Department of Education, Skills & Employment (DESE);
11. Act in the role of "Public Officer" for taxation purposes and ensure the maintenance of appropriate taxation records, and compliance with Income Tax Assessment Act and other relevant legislation;
12. Keep abreast of GST, FBT and other tax rulings, including attendance at seminars and liaison with the relevant Government Bodies and Lutheran Education Queensland (Chief Financial Officer) regarding such issues;
13. Development and maintenance of Accounting Policies and Procedures;
14. Liaise with the School Auditors in respect of the annual audit of the financial statements.

Financial Management and Strategic Planning

This involves:

1. Preparation of management reports as required for presentation to the School Council, including variance analysis and highlighting any issues for Council attention;
2. Preparation of annual budget and financial plan for all aspects of the School operations in consultation with the Principal, Leadership Team and the Finance Committee as applicable;
3. Manage and monitor the School's cash flow position on a regular basis and arrange for investment of surplus funds;
4. Preparation and lodgment of Loan and Grant applications to Lutheran Education Queensland (and Peace Lutheran Church, Gatton), and liaison with Lutheran Education Queensland regarding these processes;
5. Long term financial planning for the School, including maintaining and updating the School's 10 year financial model;
6. Development of financial strategies, goals and applications for increases to borrowing limits where necessary, in conjunction with the Principal and School Council.

Personnel Matters

This involves:

1. Leadership and management of direct reports;
2. Oversee and be responsible for the Administration staff, and other non-teaching staff of the school (excluding Teacher Assistants);
3. Advise the Principal on new and existing staff salary levels and conditions of employment in accordance with relevant Awards, Lutheran Education Queensland Enterprise Agreement and other employment contracts;
4. Liaise and assist staff with employment/ industrial issues, including salary packaging, superannuation, salary continuance insurance, workers' compensation, workplace health and safety etc.
5. Be trained in Workplace Health and Safety and be the Workplace Health and Safety Officer and Return to Work Coordinator, in line with Workplace Health and Safety and Workcover requirements;
6. Liaise with Lutheran Education Queensland and applicable Unions where necessary in relation to current Industrial Relations matters;
7. Ensure non-teaching staff directly responsible to the Business Manager undertake appropriate Professional Development;
8. Develop and maintain personnel policies and procedures and other relevant personnel systems as required by the Principal;

9. Ensure compliance with government requirements and with respect to the payment of superannuation.

Property Management

This involves:

1. Oversee the preparation of the School's masterplan in conjunction with the Principal, Leadership Team, and School Council;
2. Coordinate and manage building projects from planning through to completion;
3. Responsibility to the Principal, via recommendations from them and the School Council, for the oversight, coordination, monitoring and reporting of all Capital Works planning and construction;
4. Through the Principal, advise the School Council of Capital project matters as required;
5. Oversight of Insurance policies and security of the School Buildings including Capital Works;
6. Arranging all leasing as required including motor vehicles, computer equipment, and other property;
7. Coordination of property management activities in relation to the external hiring of School facilities and equipment;
8. Maintenance of the School's fixed asset register.

Policy, Risk, and Compliance

1. Monitoring and reporting of the various risks across the School including financial, property, compliance, students, and reputation;
2. Maintaining policies and procedures with respect to risk management.

Liaison with Regulatory Bodies

The Business Manager will be responsible to the Principal for:

1. Keeping up to date with Government funding arrangements and planning accordingly in relation to the Capacity to Contribute (CTC) / Direct Measure of Income (DMI) and salary movements.
2. Being familiar with Federal and State Government funding, Capital Grant Schemes and other relevant funding options to assist Schools from time to time.

Involvement in the life of the School

1. Attendance at School Council meetings.
2. Attendance at Finance Committee meetings.
3. Attendance at Parents & Friends meetings.
4. Participation in whole-of-staff meetings.
5. Involvement in School events.

6. General support of staff.
7. Pastoral guidance of non-teaching staff.

Other

Other duties that are commensurate with the Business Manager's training and experience as directed by the Principal.

Pick-up/Drop-off Supervision

Other duties include serving, from time to time, as a regular member of our duty team.

General Management – Whole of School

This involves:

1. Advocacy – Support and make recommendations to the Principal in relation to their role as Chief Executive Officer of the School.
2. Authority – Act as the Principal's representative in relation to Personnel, Capital Works and other matters as directed.
3. All of School Management – Coordination and Management of whole school issues where required by the Principal.
4. Accountability – responsibility for producing and maintaining systems in relation to budgetary control and being accountable to the Principal.
5. Administration – oversee the entire administrative function of the School and the resolution of issues as they arise as well as the overview of the tuckshop and uniform shop operations, and P & F activities (where applicable).

SELECTION CRITERIA

1. Skills and Qualifications

- Tertiary qualifications in business and finance, CA or CPA qualifications are essential and a Master of Business Administration (MBA) or similar experience is desirable;
- Certificate in Governance and Risk Management or similar experience
- Hold or have the ability to hold a current Blue Card

2. Financial Experience

- At least 5 years accounting experience in budget preparation, forecasting, data analysis, financial and administrative returns is essential;
- The ability to conceptualise, plan and implement strategic developments and specific projects within the context of broad plans is essential;
- Demonstrated implementation of quality-assurance and monitoring systems is essential;
- A demonstrated ability to grow and develop a business in a measured and sustainable way is desirable.

3. Leadership Capability

- Excellent leadership skills, including an ability to support, communicate with, and motivate all staff;
- The capability to engage broadly with staffing matters, including the capacity for reflection and continued learning in HR management;
- Ability to plan, lead and manage change processes in an educational setting;
- Excellent interpersonal skills, with the demonstrated capacity to effectively work cooperatively and in partnership with diverse groups and to sensitively balance the requirements of each of these groups;
- High level consultative, negotiation and conflict-resolution skills.

4. Administrative Skills and Experience

- A high level of ICT competence and understanding of its application in an educational setting;
- Experience with TASS, preferably or other School Administration software, is desirable;
- Experience in development and implementation of policy in a school setting; and system setting, working closely with Lutheran Education Queensland.

5. Personal Attributes

- A desire to actively support a faith-based institution operating within the teaching of the Lutheran Church of Australia;
- A demonstrated work practice of Lifelong Learning;
- A self-confidence to advise the Leadership colleagues and School Council where appropriate in relation to the business needs of the School.

APPLICATION PROCESS

Applicants with relevant skills and experience are required to:

1. Write a covering letter, including the motivation for wanting to serve in this role
2. Respond to the selection criteria
3. Include a curriculum vitae; and
4. List three referees, one being a pastoral/ character referee

Applications that do not meet the above requirements will not be considered

Applications close 4:00pm Wednesday 7th June 2023, and are to be sent electronically to applications@peacelps.qld.edu.au marked **CONFIDENTIAL** and addressed to:

The Principal

Mark Blackwell

Peace Lutheran Primary School

36 East Street

GATTON QLD 4343