Position Description

Business Manager
Adelaide College of Ministries

Position Statement

The role of the Business Manager is to manage the business operations of Adelaide College of Ministries (ACM) in the areas of finances, administration, development and facilities under the direction of the principal of ACM.

Christian Commitment

• The Business Manager must be an evangelical Christian who holds to the college’s doctrinal statement and evidences a consistent Christian lifestyle
• This includes membership in an evangelical local church, expressed by regular attendance and active ministry in that local church

Key Areas of Responsibility

• The Business Manager is responsible to the Principal for all matters of administration, college development, property and financial control and support of the college, including annual budget, fees collection, scholarships, payment of accounts and returns to relevant bodies.
• In the areas of Budget preparation and in financial planning the Business Manager liaises with and presents to the Board.
• Financial reporting for FEE-HELP and TEQSA requirements is also the responsibility of the Business Manager
• College development includes the support and expansion of the 300 Club, as well as other donor sources, and increasing the public profile of the college as a preferred training option for the evangelical Christian community
• The Business Manager is a member (ex officio) to Board meetings as adviser to the Principal on financial matters.
SPECIFIC AREAS OF RESPONSIBILITY INCLUDE:

(A) ACCOUNTING CONTROL
1. Ensuring that there is proper accounting and control over all income and expenditure.
2. Responsible for Policy development to ensure strong systems of internal control, support and segregation of duties where practicable.
3. Preparation of year-end financial statements and statutory returns in accordance with the Corporations Law and other relevant regulations.
4. Ensure the financial statements are audited and lodged within the prescribed time.
5. Being the "Approved Authority" for financial matters in relation to the TEQSA and Fee-Help

(B) FINANCIAL MANAGEMENT AND STRATEGIC PLANNING
1. Prepare management accounts as required by the Principal to present to the Board, including a written report highlighting any issues for Board attention.
2. Prepare the annual budget and financial plan for all aspects of the College’s operations in consultation with the Principal, Senior Executive staff and the Finance Committee as applicable.
3. Monitor the college’s cash flow and arrange for investment of surplus funds.
4. Loan negotiation with Bankers and financial institutions as required.
5. Long term financial planning for the college including development of financial strategies and goals in conjunction with the Principal and the Board.

(C) PERSONNEL MATTERS
1. Advice to the Principal on new and existing Staff salary levels and conditions of employment in accordance with relevant Awards and employment contracts.
2. Liaison with staff on employment and Industrial Issues, including salary packaging and superannuation requirements.
3. Liaison with external professional bodies in relation to current Industrial Relations matters and Award negotiations.

(D) SECRETARIAL
1. Preparation of Board meeting minutes
2. Arranging annual general meeting of the Incorporated Body within the prescribed time and sending out to members relevant notice of meeting, subscription notice and financial statements
3. Lodgement of annual returns and other forms required by the Office of Consumer and Business Affairs and the ACNC e.g. forms covering changes in directors.
4. Lodgement of any other prescribed forms
5. Providing secretarial assistance to the college Governance Board and subcommittees where necessary.
6. Ensuring maintenance of appropriate taxation records and compliance with the Income Tax Assessment Act as applicable.
7. Support and bring forward recommendations to the Principal in relation to his role as Chief Executive Officer of the Incorporated Body.
(E) CAPITAL PROJECTS AND PROPERTY MANAGEMENT

1. Project management of all capital works in consultation with the Principal or his nominated representative, including responsibility for the oversight and reporting of all Capital Works planning and construction through coordination of all recommendations from the Board and others to the College.
2. Through the Principal, advise the college Board on Capital project matters as required.
3. Insurance and security of college Capital works.
4. Arrange all leasing as required.
5. Coordination of College facilities management activities in relation to the external hiring of all College facilities and equipment

(F) LIAISON WITH REGULATORY BODIES

1. Keeping up to date with changes in funding arrangements and plan accordingly in relation to Fee-Help or other future funding methodologies.
2. Complete and submit TEQSA and Fee-Help returns as and when applicable.

(H) INVOLVEMENT IN THE LIFE OF THE COLLEGE

1. Attendance at staff and senior executive meetings.
2. Involvement in the prayer and chapel times of the college wherever possible
3. Support of staff and students.

Specific Jobs included in the role, but are not limited to:

- Student Invoices
- Daily receipts and banking
- Manage 300 Club donations
- Paying bills and invoices
- Payroll and superannuation –
- Staff leave and administration
- Faculty Expense Accounts
- Budgets
- BAS Statements
- Fee – Help returns
- TEQSA financial worksheets
- Audit preparation for annual review
- Manage bank accounts/investment accounts
- Manage Paypal Income
- Plant and Equipment worksheet
- Coordinate all maintenance/repair work
- Academic Files