



**BUSINESS MANAGER**

**JOB & PERSON SPECIFICATION**

**MAY 2026**



<b>Position</b>	Business Manager
<b>Contract Term</b>	3 Year Contract
<b>Commencement date</b>	July 2026
<b>Annual Leave</b>	Four weeks per annum
<b>Position Reporting to</b>	Principal
<b>Departments Reporting to the Business Manager</b>	ICT, Administration, Finance, Property, HR, Transport, Canteen, Projects
<b>Committee Membership</b>	Executive Leadership Team Coordinator – Welfare, Health & Safety Committee Coordinator – Finance Committee (Board sub-committee) Coordinator – Board Meeting Property Services Committee (Board sub-committee) Risk Management Committee (Board sub-committee)
<b>Other</b>	Working knowledge and solid Understanding of Return to Work Act 2014
<b>Pre-requisites</b>	These qualifications / certificates are required prior to commencing employment at Playford College and must be updated for the duration of the employment at Playford College: <ul style="list-style-type: none"> <li>• Tertiary qualifications in Finance, Accounting, Commerce or related discipline.</li> <li>• Current Working with Children Check</li> <li>• Current Responding to Risks of Harm, Abuse &amp; Neglect Certificate</li> <li>• Current First Aid Certificate</li> </ul>

### **Introduction**

Playford College is a young and vibrant school community in Elizabeth which focuses on learning, faith and nurture for every child. Our aim is to develop children to be confident, curious, and resilient.

All members of staff of Playford College are expected to uphold and demonstrate personal qualities and behaviours which are consistent with the College's Ethos and Mission and Vision Statement.

### **These include:**

- A genuine passion for children, learning, and education.
- Acceptance and respect for people from diverse backgrounds and viewpoints.
- The ability to work cooperatively and harmoniously as part of a team.



- A supportive and encouraging approach towards students, colleagues, and parents.
- Having positive relationships and open communication with the whole school community.
- A positive outlook on life which enhances relationships.
- A commitment to ongoing personal and professional growth.

### **Role Purpose**

Playford College is seeking a dedicated, dynamic, strategic and experienced Business Manager with excellent financial and operational expertise. The Business Manager is a key member of the school Executive Leadership Team and is responsible for the effective and faithful stewardship of the school's financial, operational, and physical resources.

### **Leadership**

- Contribute to the development, implementation, and review of the College's Strategic Plan in collaboration with the Principal, School Board, and relevant committees.
- Evaluate capital expenditure proposals, having regard to available funds, sources of future funds, repayment capabilities and be able to provide input to the School Board and external funders.
- Be aware of, and interpret, government legislation and codes of practice which impact on schools and advise the Principal and Board accordingly.
- Oversee the development of business models and due diligence procedures for proposed School projects and expansion.
- Attend and actively participate in the following Committees and their meetings:
  - School Leadership
  - Board Meeting
  - Finance Committee
  - Property Services Committee
  - Finance Sub Committee
  - Work, Health & Safety and IT Committee
  - Any other committees as identified by the Principal
- Oversight of the departments that directly report to the Business Manager.

### **Business & Commercial**

- Manage ancillary staff of the School, with the assistance of HR, including administrative, grounds/maintenance, ICT, Community Hub and Canteen, including conduct an annual performance review and School transport.
- Ensure that adequate insurance cover is maintained at all times.
- Oversee ICT operations in consultation with the ICT team, including the review of external service agreements, systems, cyber security and infrastructure.
- Oversee and review:
  - Bus services provided to our students travelling to and from School.
  - Catering services provided to the School's students and canteen



- School cleaning services.
- Every three to five years update the School's Business Plan.

### **Compliance and Legal**

- Consider recommendations made by Safework SA and AISSA and implement as necessary.
- Recommend to the Finance Committee actions arising from the internal and external audits to be included in the annual budget.
- Keep abreast of all Awards and Enterprise Agreements, governing wages rates, benefits and conditions of service, advising the Principal and Board on ramifications of staff negotiations on conditions.
- Management of staff entitlements and employment personnel records.
- Oversee the annual Census of enrolments and action the annual requirements for Compliance.
- Conduct and/or direct that the following returns are submitted in a timely and accurate manner including:
  - Census, Financial Questionnaire, ABS returns, ACARA reporting, Address & Attendance Returns and all other legislative returns.
- Maintain archival material according to legislative requirements in an effective manner.

### **Financial Management – Internal**

- Prepare and update medium-term and long-term financial projections for the School, including income and expenditure, capital expenditure, cashflow & borrowing facilities.
- Oversee the School's fee collection policies and procedures including engagement with outsourced collection agencies.
- Oversee parent applications for rebates and fee remissions and maintain appropriate documentation to justify decisions and satisfy audit requirements.
- Authorise payments and be a signatory to all School bank accounts.
- Oversee the process for Human Resource Management in the payment of salaries and wages.
- Together with the Leadership, prepare documentation on salary movements and employee work conditions.
- Following discussions with the Leadership and Finance Committee, prepare the annual capital and operating budget and cash flow for the Primary and Secondary School.
- Monitor the School's cash flow and arrange for the movement of funds between accounts for maximum benefit to the College.
- Preparation of monthly financial statements, reconciliations, and the monthly report for Finance Committee and Board.



- Prepare the School's annual Income and Expenditure Statement and Balance Sheet for presentation to the Finance Committee and Board.
- Monitor the actual spend to budgeted spend, ensuring the College is spending within the approved limits.

### **Financial Management – External**

- Ensure all requirements are met for the Australian Taxation Office for Pay As You Go, FBT and GST.
- Liaise with the School's bankers concerning loans, operating and investment accounts, and overdrafts.
- Liaise with the School auditor for the annual Financial Statements and other internal review of the School as required by the School Board.
- Keep and lodge as necessary, records and returns required by the provision of the Companies Act or the Constitution of the School.
- Maintain the School's accounting systems in accordance with Australian Securities and Investment Commission.
- Prepare the annual return and accountability statements for State and Federal Government regarding per capita grants.
- Prepare applications to government bodies or other institutions for capital grants, interest subsidies or advances, as required and complete all necessary accountability requirements for any successful capital grant applications.
- Investigate alternatives for generating independent income streams.

### **Asset Management – including projects, grounds & maintenance**

- Ensure that an Asset Register of all equipment in the School is maintained alongside appropriate depreciation values for the items.
- Support developing SOW for capital and other projects.
- Support PSM and capital projects in accordance with contracted scope of works.
- Support PSM and work with building and development projects, including getting relevant approvals from all government bodies.

### **Welfare Health & Safety & Risk Management**

- Oversee the Management of WHS in the School, with the assistance of the PSM and HR.
- Understand the legislative requirements of WHS in an educational context and ensure that procedures are followed.
- Oversee the completion of Safety Audits and report to the WHS Committee areas requiring attention with the assistance of the PSM.
- Provide a risk analysis of all accidents and injury reported to the WHS



Committee and School Board.

- Oversee all registers (Hazardous Substances, Asbestos, Training, Fire Equip, Electrical testing) and report to the WHS Committee when reviewed/updated with the PSM.
- Coordinate an Emergency Evacuation/ Lockdown Drill at least once each term.
- Every two years conduct a Risk Management Report for the Board's review.
- Manage work cover claims as the Return-to-Work Officer with the assistance of the PSM.

### **Other Duties**

In fulfilling a leadership role at Playford College, the Business Manager is also required to:

- Report any unsafe work practices to the Principal and WHS Committee.
- Promote a safe working environment for all staff, students and volunteers.
- Be aware of confidentiality issues involved with payroll preparation, family information and financial details, and comply with the School privacy policy.
- Actively participate in training and professional development.
- Support major School events.
- Undertake any other duties as required by the Leadership.

There are times when it is necessary for the Business Manager to be available out of hours for the school business. These include:

- Being on call:
  - In the event of emergencies relating to the school buildings, ground, facility or resources.
  - First call for security or fire alarms that are set out of school hours.
  - Meet the safety requirements of staff and students as directed by the WHS regulations.

### **Key Selection Criteria**

- Relevant tertiary qualifications in Accounting, Business, Finance, or a related discipline.
- CPA/CA qualification (preferred).
- Experience in Schools preferred.
- Significant leadership and management experience in accounting, financial and operational management, budgeting, risk management and industrial relations, preferably within an education environment.
- Excellent strategic, analytical, and problem-solving skills.
- Outstanding interpersonal and communication skills, with the ability to work



collaboratively with a wide range of stakeholders.

- Proven ability to lead and manage teams effectively.
- A demonstrated commitment to continual personal and professional growth, and the ability to positively respond to change within a dynamic working environment.
- Knowledge and experience with MS Office Suite, XERO, Prospend, Complispace, Edstart, and ELMO are highly desirable but not mandatory.



## HOW TO APPLY

Applications including a cover letter and CV should be addressed to Andrew Reed and Bernie Dyer. Please visit [henderconsulting.com.au](http://henderconsulting.com.au) to apply.

For a confidential discussion, please call (08) 8100 8827.

### **Please Note**

Your application will be automatically acknowledged by a return email.