



The Armidale School

Position Description

1. POSITION: **Assistant Business Manager (*Bursar*)** (Full-Time Position)

The Business Manager is responsible for the Macro level financial and administrative functions of the Company, whereas the Bursar is responsible by delegation from the Business Manager for the Micro financial and administrative functions of the School.

The Bursar is responsible to the Business Manager for operational administration and financial matters, including drafting of annual School Budget, fees collection, rebates, and payment of accounts.

The Bursar's role is to support and complement the Business Manager in their responsibility for overall financial and administrative functions of the company, including but not limited to the operations of and associated with the School.

As such, this Position Description should be read in conjunction with the Position Description for the Business Manager.

2. **SPECIFIC AREAS OF RESPONSIBILITY INCLUDE:**

A **ACCOUNTING CONTROL**

This involves;

- Ensuring that there is proper accounting and control over all income received (fees, government grants etc.) and expenditure (salaries, operating costs, asset purchases etc.).
- Inherent in the above is ensuring strong systems of internal control and segregation of duties where practicable.
- Specific functions include:
 - Maintenance of an effective and controlled ordering system which allows for sales tax exemption where applicable.
 - Maintenance of a system to ensure goods received are matched against orders and that variations to orders are reconciled.
 - Payment of all creditor accounts on a timely basis taking advantage of discounts where possible.
 - Control of all expenditure by reference to budget. .
 - Payroll and personnel activities such as:
 - monthly payment of all salaries
 - monthly payment of group tax
 - monthly payment of all payroll deductions including superannuation etc.
 - payment of fringe benefits tax where applicable
 - payment of monthly salary continuation insurance premiums
 - timely preparation of annual group certificates, group tax reconciliations and other payroll returns

- maintenance of all staff payroll records including annual leave, sick leave, long service leave and superannuation
 - administering workers compensation returns, claims and insurance under the direction of the Business Manager.
 - Liaison with occupational health providers in the event of workers compensation claims requiring rehabilitation under the direction of the Business Manager
 - being the schools rehabilitation officer for workers compensation claims
 - monitoring compliance with superannuation guarantee act
- Collection of monies owing to the school, principally fees. As part of this function will be the approval and processing of rebates under the direction and approval of the Business Manager and in the context of policies established by the Board and School in relation to rebates.
- Prepare elements of the annual budget for the school's operations in consultation with the Headmaster, staff and the Finance Committee; under the direction of the Business Manager.
- Advising the Senior Executive Team in relation to the financial management of the school.
- Ex-officio attendance at Finance Committee and other meetings as required by the Business Manager.
- Provide management accounts and reports to the Business Manager as required (usually monthly), including a written report highlighting any issues or variances requiring attention.
- Preparation of year end financial statements and statutory returns in accordance with the Corporations Law and other relevant regulations. Liaise with the school's auditors in respect of the audit of the financial statements and ensure the financial statements are audited and lodged within the prescribed time.
- Development and maintenance of the administration computer systems including both Hardware and Software in consultation with the Business Manager. Arrangement of Hardware service contracts and software licences where applicable.
- Development of Accounting Policies and Procedures Manual.

B OFFICE MANAGEMENT

This involves;

- Day to day supervision of all office administration staff.
- Ensuring that proper administration records are kept including;
 - details of enrolments .
 - asset register
 - official correspondence .
 - student records including pre enrolled and past students .
 - copyright records
 - adequate and effective filing .
 - storage of school records and archives
- Taxation and other statutory records
- Ensuring supplies are available for the office and that equipment is properly maintained.

- Ensuring equipment is adequate to perform the functions required.
- Undertake appropriate professional development as approved by the Business Manager.

C PROPERTY MAINTENANCE

This involves responsibility for;

- Ordering office administration supplies - This includes seeking out competitive tenders and advising the Business Manager on the best tenders.
- Dealing with all matters concerned with insurance and security of school property.
- Arrange all leasing as required under the direction of the Business Manager.

D LIAISON WITH REGULATORY BODIES

The Bursar will be responsible to the Business Manager for;

- providing information to complete statistical and financial returns for regulatory bodies, such as;
 - State Department of School Education .
 - Commonwealth Department of Employment, Education and Workplace Relations (DEEWR)
 - Australian Bureau of Statistics .
 - Local Council .
 - Block Grant Authority .
- keeping up to date with changes in funding arrangements and plan accordingly in relation to the Education Resources Index (ERI).
- being familiar with Commonwealth Government Capital Grant schemes, State Government Interest Subsidy schemes, and other relevant schemes available to assist schools from time to time.

E INVOLVEMENT IN THE LIFE OF THE SCHOOL

This will involve;

- Attendance at staff meetings.
- Involvement in school events.
- Support of staff.
- Pastoral guidance of staff under direct control.
- Liaison with Parents and Friends.
- Attendance at meetings of Board and Committees as required.
- Where possible, interaction with students.

3. Skills, Knowledge & Selection Criteria

The skills and knowledge required to perform the duties of the position are as follows:

- A decisive understanding of Windows based financial and administration software packages.
- A thorough and diverse knowledge of various computer software programs, including Microsoft Word and Excel.
- The ability to readily acquire knowledge and understanding of School specific functions, policies and procedures.

- Excellent interpersonal skills, being able to positively interact with all members of the School Community and those external individuals/agents who work with the School.
- An ability to gain cooperation and assistance from the School's teaching and non-teaching staff in order to achieve well-
- defined objectives for the financial management of the school.
- Well-developed communication skills, particularly in respect to interviews, telephone discussions, report and letter writing.

4. **Qualifications**

The qualifications and experience required for the position include:

- A current motor vehicle driver's license.
- A suitable tertiary qualification in Accounting and/or Business Management (or appropriate years experience in operating and maintaining computerized accounting systems and procedures).
- Well-developed computer skills in the areas of computerized accounting systems, spreadsheets and other associated computer software.
- Knowledge of the operation of a Secondary Education Facility would be a distinct advantage.

5. **Management Skills** The required management skills include:

- Managing time, setting priorities and planning and organizing one's work together with contributing to the priorities determined by the financial operations of the School.
- Management of small groups, specifically within an administrative setting.

6. **Conditions of Employment**

The successful applicant will be employed in accordance with the terms and conditions of the letter of offer and where the letter is silent on an issue, reference should be made to **The Armidale School Support Staff Certified Agreement** (or such agreement which replaces it from time to time).

EP Bradley
Business Manager
January 2010