

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Business Manager (The BUSY Schools)
<b>LOCATION:</b>	Southport
<b>REPORTING TO:</b>	The BUSY Group Finance Manager
<b>DEPARTMENT:</b>	Corporate Services

### PURPOSE STATEMENT

The BUSY Group began delivering Special Assistance School services to Year 11 and 12 students in 2020. Currently with 3 campuses, The BUSY Schools (TBS) supports students who have previously disengaged with their schooling. Each campus has its own Principal who report directly to The BUSY Schools CEO. Corporate Services are provided to TBS from The BUSY Group's (TBG) Corporate Services Teams, who support all entities within TBS (BUSY At Work, BUSY Ability and Skill360). The Business Manager role is unique within TBG, in that it will directly support TBS from within TBG Corporate Services team.

As the Business Manager you will support the delivery of a range of corporate services, support educational management activities and champion the development of systemic change by actively supporting the school management team, Group corporate services team and school community. Working within The BUSY Group (TBG) Finance team you will support the coordination and delivery of administrative, financial, ITS, safety and human resources support to The BUSY Schools from the centralised Corporate Services Group.

Reporting to The BUSY Group Finance Manager, this role will have dotted line responsibility to The CEO and Principals of The BUSY Schools (TBS). This role holds the responsibility for the management, preparation and reporting of all aspects of finance for The BUSY Schools, under guidance from TBG Finance Manager and TBS.

### OUR VISION

The BUSY Vision is to enable any individual to seek out greater opportunities for themselves, their family, and the wider community, through social inclusion, education, training or employment.

### OUR MISSION

- To promote training, employment and workforce planning solutions to employed, under-employed and at risk members of our Communities, with particular emphasis on youth.
- To provide bridging assistance where government and community resources are lacking.
- To assist new and existing businesses to grow and prosper through effective workforce planning.
- To create and maintain partnerships with other providers, industry groups and governmental agencies

### OUR VALUES

- **Inclusive:** People of all communities coming together as one team for common goals
- **Excellence:** We always strive to exceed
- **Resilience:** Equipped to meet challenges and exceed
- **Integrity:** We act with honesty and sincerity
- **Innovation:** Embracing new ideas and technology to stay ahead of change

### REPORTING

This position reports to TBG Finance Manager, though will have a matrix style accountability to the CEO of TBS.

## PRIMARY DUTIES

- Provide a range of finance and corporate services support (e.g. preparation of financial reports, correspondence, audits) and liaison between TBG corporate services and TBS.
- Ensure the accuracy and timeliness of financial and management accounting information, reporting and responses to the CEO and TBG/TBS Executive or Boards, supported by TBG Finance Manager.
- With direction from TBG Finance Manager, support the CEO and Principal's with the preparation and administration of the budget, undertaking day to day financial activities (e.g. reviewing school expenditure, supporting payroll delivery and purchasing, producing financial reports from TBG ERP); seeking internal and external expert financial advice when appropriate; proposing alternatives for managing the school's financial resources; and suggesting courses of action to routine and non-routine financial matters that comply with legislation and policy.
- Support the CEO deliver TBS Strategic Plan – including, but not limited to:
  - New Campus/School Application;
  - Support the submission of grants, including the writing of them;
  - New Campus/School Budget Development;
  - Sourcing suitable properties for new Campuses in conjunction with TBG Facilities Manager.
- Provide liaison between the centralised TBG team and the Principals on facilities and maintenance (e.g. advising on minor works and repairs schedules, negotiating with contractors, facilitating repairs, and overseeing expenditure of planned and unplanned maintenance budgets). Manage the purchase, maintenance and repair of resources/equipment in accordance with guidelines and identify opportunities to generate greater resource sustainability.
- Supporting innovation within both TBG Corporate Services and TBS to create stronger education outcomes.
- Build networks with other Business Managers, particularly of other Special Assistance Schools, ISQ, relevant departments and community representatives to ensure the provision of finance and corporate services meets best practice, and act as a role model for talent within the network.
- Demonstrate well-developed interpersonal skills, empathy, self-awareness and the ability to build trust when dealing with sensitive situations. Interpret the likely reactions of others to emotional situations and recognise opportunities in which students may be better supported in their school environment.
- Support TBG, TBS CEO and Principals in the mitigation of risk, management of compliance and Health, Safety & Quality. Liaise with TBG area experts for delivery.
- Support the development of budgeting and financial ratios.
- Other suitable duties, consistent with the duties and responsibilities of the position as directed by TBG Finance Manager or nominated delegate.

## KNOWLEDGE, SKILLS & EXPERIENCE

- Ability to adapt in a highly dynamic environment.
- Previous experience in a similar role, including sound knowledge of financial practices.
- Practical experience in administration, financial processes, human resource practices and facilities management with demonstrated knowledge of planning and liaison.
- Demonstrated experience of the following capabilities at a fundamental level—delivering results, effective decision making, innovation and change, and working with stakeholders.
- Demonstrates ability to communicate with empathy and influence in order to address problems and obtain cooperation and assistance in meeting required objectives.
- Excellent organisational and time management skills including the ability to manage priorities and meet deadlines within established timeframes.
- Considerable experience and/or vocational training, applying knowledge and skills in a broad range of situations.
- Be able to travel to each of the campuses, including intra and interstate travel.
- Ability to work independently and as part of a team.
- Fine attention to accuracy and detail.
- Strong Microsoft Excel skills.



- Experience with Microsoft Dynamics Navision would be an advantage but by no means essential.
- Sound knowledge of accounting principles in a Not-for-Profit environment.

**QUALIFICATIONS**

- Relevant tertiary education (e.g. Business, Finance or Accounting degree)
- CA or CPA

This Position Description is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

I have read and understood the duties and responsibilities required of me in this role.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_