
CANDIDATE INFORMATION PACK

Business Manager



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CRICOS 01376D

Alphington Grammar School is unique in Melbourne's educational landscape

Situated on 3 hectares of attractive parkland abutting Darebin Creek, just 7 kilometres from the CBD, Alphington Grammar School has been designed from its inception in 1989 to be academically strong, non-denominational and to embrace teaching excellence and cultural diversity.

Alphington Grammar School is accessible by public transport, major commuter corridors and within easy reach of inner, eastern and northern suburbs. The school also has a number of private bus services throughout the suburbs that bring students to our school. Alphington Grammar School also boasts an abundance of open space, shaded by native fauna and flora and mature landscape making it an idyllic learning environment. In the past ten years The School has improved its physical facilities to include several lecture style venues, new STEM Centre, new facility for staff, new outdoor basketball court, new Performing Arts and Theatre, new Library and student study areas as well as the new Year 7 Hub. Most recently it has added 4 purpose built classrooms with the latest technology including interactive flexible collaborative learning spaces. It is certainly proud of being a "small school with BIG opportunities". The School has a total enrolment of over 700 students.



The school's vision, values and mission

Vision Statement

The school's vision is to be recognised throughout Melbourne as providing an exemplary total learning experience in a uniquely rich, international and inclusive secular environment.

Values



Mission Statement

1. Inspire and equip all students to strive for excellence in their academic, creative and sporting pursuits and to reach their personal best in all fields;
2. Nurture and promote the unique qualities and personal well-being of all students and their respect for the individuality of others;
3. Equip all students with the knowledge, skills and attributes to participate successfully in Australian Society, and to develop lifelong learning skills that will prepare them for a multitude of futures in a globally mobile workforce;
4. Promote students' understanding and appreciation of our culturally diverse society, including the teaching of Greek language and culture, and of the contribution of the Hellenic intellectual tradition to the development and progress of human society.

Governance of Alphington Grammar School

Senior Management Team

Led by the Principal, Dr Vivianne Nikou, the Senior Management Team (SMT) of Alphington Grammar School has overall responsibility for the daily management of the whole school, from Early Learning Centre, Pre-Prep to Year 12. Each member of the SMT has their specialist areas of expertise, whilst also working cohesively as a group to be proactive and responsive to the changing demands of the educational landscape.

Principal

Dr Vivianne Nikou B.A, Dip.Ed., M.Ed Pol Admin, D.B.A, AMACEL., MACE., AFAIM

Assistant Principal—Head of Primary

Tracey Nicholson Dip.Teach.Prim

Assistant Principal—Curriculum

Lukas Silver BA, Dip Ed, PGCE (School Leadership)

Business Manager

Louisa Johnstone B.Com (CPA)

School Council

The Governing Body of Alphington Grammar is the School Council. School Council is made up of both elected Greek Community members as well as, school parent representatives responsible for ensuring the good governance and financial health of the school.

School Council Members

Ms Angela **Georgalis** -Co Chair of School Council

Mr Michael **Karamitos** -Co Chair of School Council

Mrs Louisa **Johnstone** – Business Manager

Ms Voula **Kallianis**

Mr Nick **Koukouvitakis**

Ms Vicki **Kyritsis**

Mr Peter **Nikolakakos**

Dr Vivianne **Nikou** – Principal

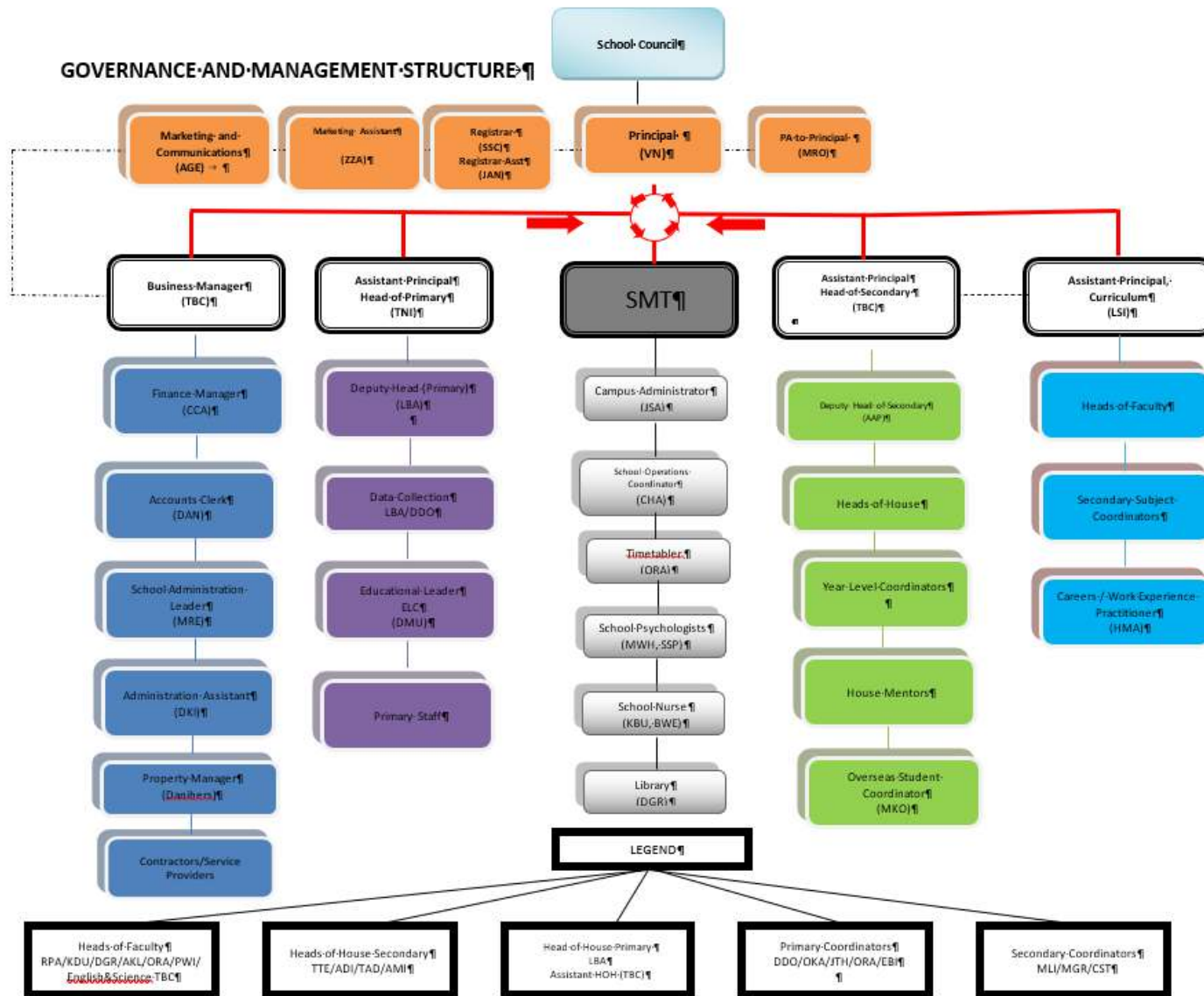
Ms Danielle **Permezel**

Associate Professor Marinis **Pirpiris**

Mr Steve **Siolis**

Mr Manuel **Tsirmiris** – Finance, Risk and Audit

Organisational Chart



Business Manager – Position Description

Position:	Business Manager
Reports to:	Principal
Prepared:	July 2024

This is an exciting opportunity for an innovative, future focused and dynamic financial professional to join the leadership team of a growing co-educational school with waiting lists in many year levels.

All staff and members of Alphington Grammar School are expected to support and promote the School's mission and values.

The role of the Business Manager is pivotal in ensuring that the School is compliant and well positioned financially to meet the educational needs of students and staff in the 21st century.

The Business Manager is recognised and highly respected by staff, parents and community members as an exemplary administrator. They have demonstrated consistent and innovative management practices, they initiate and lead activities that support the strategic vision of the school while focusing on improving the organizational capability of the School. They are meticulous planners, have a keen eye for detail and adopt a judicious approach to improving existing practices and processes. They are consummate professionals committed to the promotion of a culture of continuous improvement and efficiency.

The Business Manager is appointed by the Principal and reports to the Principal. They have the responsibility of understanding the needs of the School supporting the Principal to implement the strategic direction, ensure strong financial management of school finance, compliance and manage the business administration of the School.

The incumbent is a member of the School's Senior Management Team, the School's Risk Management Committee and, the School's Finance, Building and Grounds Committees. Working closely with the Principal and School Council, the Business Manager is responsible for sound financial management and stewardship of the School and its assets.

As Company Secretary, the incumbent facilitates the School's corporate governance processes to ensure School Council and its Committees operate efficiently and effectively; and that the School is at all times compliant under the law.

The Business Manager oversees the management of all the School's property and assets and, together with the Principal, has the responsibility for ongoing Occupational Health and Safety matters.

Success and effectiveness in this role require effective interpersonal and communication skills, business acumen and high ICT skills able to inspire and lead a diverse group of internal stakeholders.

Business Manager – Position Description

Major Areas of Responsibility

The Business Manager has three major areas of responsibility:

- I. Administrative, Financial planning and, asset management
- II. Overall financial accountability and risk mitigation
- III. Corporate governance and compliance

Statement of Duties

1. Administrative, HR, Financial Master Planning and Asset Management

- 1.1. Work with the Principal and School Council to implement, monitor and develop the School's Strategic Plan, ensuring that the School makes the best possible use of its resources and capitalises on opportunities for development.
- 1.2. Together with the Principal, oversee major capital works, minor building projects and recurrent maintenance of the School.
- 1.3. Negotiate, finalise and manage the School's loans, leases and contracts.
- 1.4. Develop Campus, Head of Faculty and budgets for major cost centres in the School.
- 1.5. Develop forecasts and scenarios to support future planning and ensure financial sustainability.
- 1.6. Provide strategic advice to the Principal and School Council on financial matters and annual budgeting.
- 1.7. Coordinate costed proposals for major School expenditure in a timely manner.
- 1.8. Coordinate with the Principal to review and maintain all insurances so as to mitigate risk, operate prudently and ensure security and confidence.
- 1.9. Collaborate with the Health Centre Manager to oversee Work Cover claims, ensure the School's Accident Register is maintained and accidents are reported as required.
- 1.10. Collaborate with the Maintenance Manager to ensure compliance with all essential services, building code regulations and other local legislation.
- 1.11. Ensure that all the School's assets and property are secure, well preserved and maintained.
- 1.12. Support the ICT Manager to ensure the School's ICT network and associated administration software systems meet the educational and administrative needs of the School, are maintained and continually backed up.
- 1.13. Oversee the day to day operations of the Finance and Administrative staff, contractors and facilities management staff.

Business Manager – Position Description

2. Financial Accountability

- 2.1. Oversee the School's ongoing financial performance and sustainability, ensuring effective support for educational programs.
- 2.2. Prepare information and reports, including statistical and budgetary matters, as required by the law, the Principal, School Council and relevant Committees.
- 2.3. Prepare annual fee increases in consultation with the Principal for School Council approval.
- 2.4. Prepare the annual School budget in consultation with the Principal.
- 2.5. Monitor and oversee enrolments, requests for fee relief, and debtors with reference to financial viability and future sustainability informing the Principal of any non compliant debtors.
- 2.6. Manage the School's obligations in relation to the external audit of financial statements, relevant regulatory and licensing requirements and statutory reporting.
- 2.7. Oversee all ATO, FBT and Superannuation payments as legislated and within required timelines.
- 2.8. Develop, implement and ensure proper controls for the management of key risks in all financial and business operations of the School.
- 2.9. Ensure all financial transactions are properly conducted and delegated authorities and signatories are correctly applied from official purchase order through to release of payments.
- 2.10. Develop, implement and review policies, Business Notices, and procedures relating to fee collection and other financial charges.
- 2.11. Ensure best practice in administration, filing and safekeeping of all financial reports, source documents, personnel, student and family records as required by law.
- 2.12. Working with the Principal and Alumni Coordinator, oversee and monitor the School's culture of philanthropy from a financial perspective.
- 2.13. Propose and pursue relevant funding sources and prepare funding submissions and associated compliance reports.

Business Manager – Position Description

3. Corporate Governance and Compliance

- 3.1. Act as Company Secretary.
- 3.2. Maintain and administer the company files and registers to ensure compliance, accuracy and currency.
- 3.3. Lodge the Annual Financial Reports as required by ACNC, ASIC and the Corporations Law.
- 3.4. Ensure all Commonwealth, State and local government legislative and regulatory reporting obligations are met through timely and efficient data collection.
- 3.5. Prepare and circulate Board and Committee agendas, financial reports, briefing papers on projects and other developments, reports, minutes and action items to the Principal's Executive Assistant for distribution..
- 3.6. Ensure currency of governance documents, insurances, policies and instruments of delegation.
- 3.7. Securely maintain all School records, particularly those required by law to be kept, or those necessary for audit purposes.
- 3.8. In consultation with the Principal, liaise on behalf of the School with other bodies and commercial entities as required by the School.
- 3.9. Oversee the Audit and Risk management processes.
- 3.10. Keep up to date with current compliance requirements for the School.
- 3.11. Oversee the deployment of CompliSpace and maintain sections relevant to the responsibilities of the Business Manager.
- 3.12. Providing advice and policy guidance in areas of Workplace Health and Safety, Risk management, legal and compliance matters.
- 3.13. Attend meetings of the Risk and Compliance subcommittee.

Personal Characteristics

- Demonstrate a passion and commitment to the vision and values of Alphington Grammar School.
- Presents a professional and positive demeanour and is a solution focused person.
- Demonstrates a high level of confidentiality. Cultivates credibility and honesty.
- Demonstrates a respect for the acceptance of difference in students, parents and staff.
- Displays empathy, enthusiasm, commitment and is highly motivated to contribute. Possesses a strong work ethic.
- Exercises ownership and concern for quality of own work reflected in accuracy and attention to detail.
- Operates effectively in a collaborative team environment; establishes a rapport and builds strong relationships.
- Demonstrates a commitment to the professional development of staff.
- Is flexible and has the ability to adapt and operate effectively in a challenging and changing environment.
- Shows a strong commitment to deliver exceptional service.

NOTES

- It is anticipated that the Business Manager will, at times, be required to undertake other duties related to the roles as directed by the Principal or the Chair of School Council.
- It is expected that the Business Manager undertakes regular professional learning in order to maintain a high level or awareness of current and best practice in the major area of responsibility associated with the roles.
- The Business Manager is expected to comply with legislated occupational health and safety practices and participate in consultative processes to ensure workplace safety for staff and students.

To Apply

Interested applicants with the necessary experience in leading and shaping the financial function of a community focused organisation should apply.

All applications must be addressed to the Principal, **Dr Vivianne Nikou**

Please send all applications to Mr Andrew Worner at andrew@wornerconsulting.com.au .

Organisational financials will be shared with short listed candidates. Commencement date to be negotiated.

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