



# Rockhampton Girls Grammar School

Est 1892

## ROLE DESCRIPTION

### EXECUTIVE - BUSINESS MANAGER AND BOARD SECRETARY

Rockhampton Girls Grammar School is one of the original eight Grammar Schools of Queensland. Opening in 1892, Girls Grammar has served and supported the education of girls and young women for over 130 years.

Rockhampton Girls Grammar School is a learning community founded on a commitment to 'Learning for Life'. Each member of our School family contributes to sustaining an environment in which individuals actively engage in their learning; where School values are embraced; where mutual and self-respect is paramount; where community and global citizenship is fostered and where excellence in every endeavour is sought and celebrated.

### OUR VISION

Rockhampton Girls Grammar School prides itself on being an outstanding school in Regional Queensland that works in active partnership with students, staff, families and community so that girls:

- Are inspired, challenged and supported to be strong in mind, body and voice;
- Have the self-belief to pursue excellence in all endeavours;
- Develop a lifelong aspiration for learning- 'Non Scholae, Sed Vitae'; and
- Embrace the School's values and ethical principles to live as empowered individuals who confidently approach an ever-changing world with intellectual curiosity.

### OUR MISSION

At Rockhampton Girls Grammar School, we strive to be an Independent day and boarding school of choice in Regional Queensland where girls build an enduring sense of connection, are nurtured to be their best and develop the skills, self-belief and resilience to confidently embrace their futures.

### OUR VALUES

Staff and students are expected to display the following behaviours that are at the core of our School:

- Courage and integrity
- Respect
- Pursuit of excellence
- Innovation and tradition
- Connection and inclusivity
- Intellectual curiosity

### OUR MOTTO

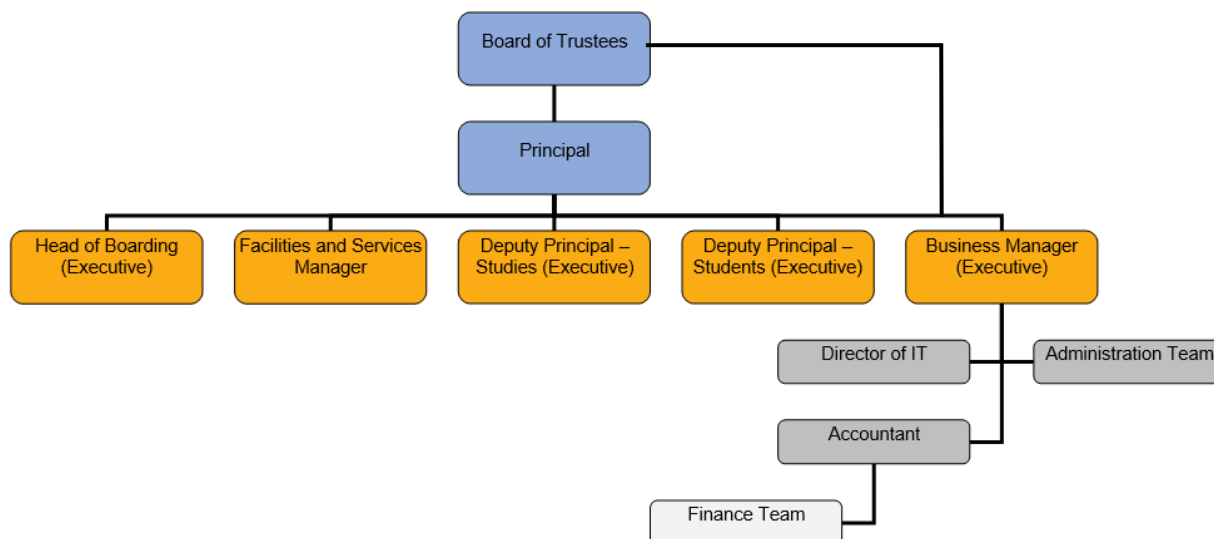
Clever, Confident and Connected.

## THE ROLE

Position Title: Business Manager and Board Secretary  
Employment Type: Full Time Ongoing  
Reports to: Principal & Board of Trustees  
Date Prepared: 23 January 2024

Required qualifications include a background in Business, Accounting, Commerce, or Financial Management along with a CA or CPA qualification and prior experience in an educational setting is desired.

## ROLE ACCOUNTABILITY



## RESPONSIBILITIES

### Overview

- The Business Manager and Board Secretary has dual accountability to the Principal and to the Board for the financial and business management of the School. The Business Manager and Board Secretary works closely and collaboratively with the Chair of the Board on matters related to the statutory body status of the School. The Business Manager is responsible to the Principal for the day to day financial and business management of the School and reports to the Board through the Principal.
- Provide leadership and vision in the business operations of the School, within the guidelines of the strategic directions whilst being mindful of broader school development needs and school improvement.
- Plan strategically, initiate and manage development and change to facilitate the school strategic directions and achievement of school goals and improved outcomes for students.
- Demonstrate a strong sense of commitment to personal growth and the improvement and professional development of staff.

## GENERAL RESPONSIBILITIES

### Leadership and Strategy

This requires the Business Manager to:

- Support and make recommendations to the Principal in relation to her role as Chief Executive Officer of the School.
- Support the implementation of the recently re-defined strategic directions and masterplan for the School in conjunction with the Principal, Facilities and Services Manager and Board to support planning for infrastructure and strategy.

- Be responsible for producing and maintaining systems in relation to budgetary control.
- Be responsible for the efficient administration of the School, particularly with regard to ensuring compliance with statutory and regulatory requirements.
- Ensure that the School complies with relevant legislation and regulation, and keeps Board members informed of their legal responsibilities.

### **Financial Management**

- To direct and control all financial reporting and financial advice to the Principal and Board of Trustees.
- Develop annual and long-range operational and capital budgets, monitor actual financial performance against budgets, analyse variances and recommend corrective strategies and actions to the Principal and Board in a timely manner.
- Review and sign-off of end of year financial statements and statutory returns in accordance with the Corporations Law and other relevant Regulations and ensure financial statements are audited and lodged within the prescribed time.
- Keep abreast of GST, Fringe Benefits Tax and other tax rulings, including attendance at seminars and liaison with the relevant Government Bodies and ISQ regarding such issues.
- Develop and maintain Finance and Administration related Policies and Procedures.
- Liaise with the school Accountant and auditors in respect of the audit of the financial statements and ensure the financial statements are audited and lodged within the prescribed timeframe.
- Identify short- and long-term financial initiatives, including the achievement of cost- savings and maximising revenue opportunities, and prepare financial assessments and recommendations for their implementation.
- Undertake ongoing review and implementation of appropriate systems of internal control across all areas of the School's activities and develop and document best practice policies and procedure.
- Funding applications and requests for loans and grants, management of Government funding schemes and initiatives.
- Ensure statutory compliance of the School with all non-academic regulatory requirements and with respect to specific reporting obligations (government funding, accreditation, Business Activity Statement, Fringe Benefits Tax return, textbook allowances, Workplace Health and Safety).
- Maintain an awareness of relevant financial management trends and developments in the educational, not-for-profit and broader commercial business sectors.
- Oversee debt collection processes.
- Sign off and review of monthly and annual financial reporting including, Income Statement, Balance Sheet, Cash Flow Statement, Capital Expenditure and Rolling Forecast reporting.
- Provide leadership and management oversight to the Accountant, Director of IT, Payroll Officer and Administration staff in the performance of their duties (refer to specific job descriptions).
- Review and sign off of all statutory Federal and State Government returns including but not limited to Census, DESE and NSSAB Financial Questionnaires and ACNC.
- Liaise with the Australian and Queensland Governments, Independent Schools Authority, Block Grant Authority, Banks and Insurance Companies.
- To keep abreast of all current and pending legislation affecting the School's activities for funding and compliance.

### **Business Operations**

- Financial management of all school business operations and external relationships.
- Management, supervision, training and accountability for the performance of administration, IT, finance, facilities management, grounds, kitchen and cleaning staff.
- Relevant contract negotiations and review before making recommendation to the Principal.

## **Administrative Functions**

- Management of administrative roles and functions to ensure student and parent responsive delivery of service.
- Strategically review and develop processes which ensure efficient use of resources in administration.

## **Risk Management**

- Manage the School's insurance programs and, in conjunction with the Principal, legal issues that may arise from time to time.
- Provide oversight of the school's risk management framework and ensure continual review and update of the school's strategic risk register.
- Act as Secretary to the Risk sub-committee of the Board of Trustees.

## **Personnel/Human Resources Matters**

- Provide oversight of the HR/Payroll functions of the School ensuring compliance with all conditions of relevant Awards and the School's Enterprise Bargaining Agreement.
- Advise the Principal on new and existing staff salary levels and conditions of employment in accordance with relevant Awards, and other employment contracts.
- Liaise and assist staff with employment/industrial issues, including salary packaging, superannuation, workers compensation, workplace health and safety etc.
- Liaise with ISQ and applicable 'awards' where necessary in relation to current Industrial Relations matters.
- Participate in Enterprise Bargaining negotiations at times of renewal.
- Oversee Professional Development program for non-teaching staff.

## **Board Support and statutory Compliance**

- Perform the duty of Board Secretary for the School and attendance at various Board Sub-Committees.
- Ensuring the schools compliance with the Grammar Schools Act and related legislation such as the Financial Administration and Audit Act.
- Ensuring the School's compliance with other applicable legislation through the development of policies and procedures to be recommended to the Board.
- Developing and maintaining a Board Policy Register and reviewing at regular intervals the School's compliance with the policies.
- Attending to the appointment and election of Trustees processes set out in the Grammar Schools Act.
- Assisting the Chair in the induction program for new trustees.
- Ensuring the provision of timely and appropriate information to the Board according to protocols developed in relation to selection and sending out of meeting papers.
- Liaise with Queensland Treasury and Education Department as appropriate and when directed by the Chair or Principal.

## **SPECIFIC AREAS OF RESPONSIBILITY**

### **Liaison with Regulatory Bodies**

The Business Manager will be responsible to the Principal for:

- Keeping up to date with funding arrangements and planning accordingly in relation to SES ratings and salary movements.
- Being familiar with Federal and State Government, Capital Grant Schemes, and other relevant funding options to assist School from time to time.

## **Involvement in the life of the School**

The Business Manager is required to:

- Attend at staff and Board of Trustees meetings.
- Be involved in School events. As a member of the Executive Team, it is an expectation that you attend certain events throughout the year.

## **Other**

Other duties as directed that are commensurate with the Business Manager's training and experience as directed by the Principal or the Board.

## **ALLOWANCE AND LOAD**

- Required qualifications include a background in Business, Accounting, Commerce, or Financial Management along with a CA or CPA qualification
- Prior experience in an educational setting is desired
- An appropriate remuneration package will be negotiated with the successful applicant
- Annual Leave: 6 weeks per year

## **MANDATORY REQUIREMENTS**

The successful application is required to:

- possess a current Blue Card from the Commission for Children and Young People and Child Guardian;
- supply a Criminal History Check prior to the commencement of your employment;
- promote Rockhampton Girls Grammar School inside and outside the school community;
- work harmoniously with other employees with due regard to their rights and employment conditions under the School's enterprise agreement and Fair Work legislation;
- take appropriate care to always represent the School in a professional manner (in appearance, speech, dress, etc.);
- adhere to the School's Child Protection Policies, Staff Code of Conduct, policies and procedures;
- report suspected cases of child abuse in accordance with the School's policies; and
- complete the compulsory compliance training, including Child Protection Training and Anaphylaxis training, as part of your induction within two weeks of commencement and annually thereafter.

## **WORKPLACE HEALTH AND SAFETY**

All Rockhampton Girls Grammar School employees are responsible and accountable for:

- taking reasonable care of your own health and safety;
- taking reasonable care that your acts or omissions do not adversely affect the health and safety of other persons;
- complying with any reasonable instruction to allow compliance with the Workplace Health and Safety Act 2011;
- compliance with workplace policies and procedures for risk identification, risk assessment and risk control;
- cooperating with any reasonable policy or procedure relating to health or safety;
- active participation in activities associated with the management of workplace health and safety;
- identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace; and
- correct utilisation of appropriate personal protective equipment.

## ACKNOWLEDGEMENT

Whilst the primary responsibilities of the position are articulated, it is expected that the incumbent will engage with the wider school community and participate fully in events and activities, playing an ambassadorial role as a senior Executive member of Rockhampton Girls Grammar School.

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties of this position. It is subject to review and modification by the Principal, the Board or Human Resources at any time in response to the changing needs of the school and in alignment with the annual performance appraisal process.

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## ACCEPTANCE

I, (Print Name) \_\_\_\_\_, accept the offer of employment on the conditions stated above.

*I acknowledge that I have received a copy of the Business Manager and Secretary to the Board of Trustees Position Description.*

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*Business Manager and Secretary to the Board of Trustees  
Rockhampton Girls Grammar School*

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*Date*