
Role

The Director of Business holds a key role on the School Executive. He/she is responsible for leading and managing the School's business, finance, audit, risk and compliance management processes.

Key Responsibilities

1. Leading and managing the Business Team which provides support to the educational function of the School
 - Ensuring the Business Team is a highly professional, motivated, collaborative and an effective team.
 - Actively developing individual staff within the Business Team to maximise their potential and output.
 - Recruiting and inducting new staff as required.
2. Participating with the School Executive in the development of strategic direction, change and improvement for the School
 - Identifying strategic needs and developing and implementing strategies to meet these needs.
 - Providing professional advice on business development and strategic direction to the Board, School Executive, committees and staff.
3. Providing effective and efficient business and financial services and support
 - Ensuring all matters of governance are observed and adhered to.
 - Managing all financial and accounting processes, activities and reporting for the school.
 - Planning, developing and co-ordinating short and long term budgets.
 - Preparing statutory accounts.
 - Overseeing the development of policies and effective systems within the business area.
 - Preparing all Government funding requirements and reporting.
 - Overseeing the management of legal, contractual, regulatory and company obligations and relationships.
 - Keeping abreast of and providing support in the areas of Workplace Relations and Human Resources.
 - Developing and managing information technology, administration, property and maintenance, and building projects.
 - Planning, monitoring and reporting on the School's total resource requirements.

4. Overseeing the Audit, Risk and Compliance management processes

- Providing advice and support to the Board and Senior Executive on matters related to Risk and Compliance.
- Overseeing the management of the risk and compliance functions through the Risk and Compliance Manager.

5. Overseeing the IT Infrastructure

- Ensuring policies, processes, equipment and data are maintained for overall effectiveness.

Meetings

- School Executive
- Business Team meetings
- Occupational, Health and Safety committee
- Finance and Risk Committee
- Kilvington School Board
- E E Gunn Reserve Committee
- Other committees, the foci of which pertains to the role of the Director of Business

Expected Outcomes

- Demonstrated support of and respect for the School's vision, values, goals, policies and procedures.
- Effective leadership, management, development and appraisal of the Business Team.
- Effective recruitment, induction and mentoring of new staff.
- Effective, positive and cohesive working relationships with School Executive, all other members of the School Community and relevant external bodies.
- Contribution to the strategic direction of the school and generation of ideas for improvement, change and innovation.
- Financially responsible planning, budgeting and management within the Business area and the whole School.
- Effective day-to-day operation of the Business area, including continued improvement and development of systems and processes.
- Provision of effective IT operations.
- Agreed initiatives implemented effectively and key performance targets achieved.
- Timely provision of advice, support and reports to the Principal, the School Executive and the Board.
- Effective development and implementation of compliance and risk management policies and practices.
- Timely monitoring of budgets and the maintenance of accurate debtor records.

Director of Business



- Timely and accurate reporting to ensure compliance with accounting principles and standards, and relevant legislative regulations and requirements.
- Prompt, accurate and professional response to staff, student, parent and external bodies.

Working Relationships

The Director of Business:

- Reports directly to the Principal;
- Provides support and advice to the School Board;
- Provides support and advice to members of the School Executive;
- Provides support and advice to the Business Team;
- Provides support and advice to other staff as required;
- Liaises with external agencies and providers.

Qualifications

- A current member of the Institute of Chartered Accountants - ANZ or CPA Australia.

Knowledge, Experience and skills

- Outstanding knowledge of and skills in effective business, financial, risk and compliance management.
- Highly developed leadership and management skills.
- Strong project management experience and skills.
- Outstanding interpersonal and communication skills, with demonstrated ability to build rapport and interact effectively at all levels of an organization.
- Demonstrated skill in identifying and implementing significant improvement and streamlining of processes, systems and record keeping.
- Strong organisational and time management skills, with an ability to prioritise tasks, meet prescribed deadlines, and concurrently manage a number of competing tasks
- Highly developed writing and computer skills and ability to format and present information accurately, quickly and logically.
- Experience with the operation of an Independent School is desirable.

Personal Characteristics

- Demonstrates a passion and commitment to the vision and values of Kilvington Grammar School.
- Presents a professional and positive demeanour and is a solution orientated person.
- Demonstrates high levels of confidentiality.
- Cultivates credibility and honesty.
- Demonstrates a respect for and acceptance of difference in students, parents and staff.
- Displays empathy, enthusiasm, commitment and is highly motivated to contribute.

Director of Business



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- 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 an ability to adapt and operate effectively in a challenging and changing environment.
 - Shows a strong commitment to deliver exceptional service.

Additional Information

This full time position (1.0) requires the Director of Business to work flexible hours. The incumbent will be required to attend meetings, functions or promotional events as part of, or in addition to, normal working hours. Some duties will need to be performed at times other than during the School day or when students are in attendance.