



## BUSINESS MANAGER JOB DESCRIPTION

- A tertiary Accounting or Business qualification
- A minimum of 5 years in Business management
- relevant school experience in a WCED school environment would be advantageous.

<b>Employed by:</b> SGB	<b>Reports to:</b> Principal & SGB Treasurer	<b>Updated:</b>
<b>Job level:</b> HOD	<b>Other responsibilities:</b> Member of School Management Team. Attends Governing Body and Fincom meetings.	
<b>Purpose of the job:</b>	To manage and oversee all aspects of the non-educational business environment of the school, so as to: <ul style="list-style-type: none"> <li>▪ provide accurate, real time reports of the school accounts to stakeholders</li> <li>▪ provide relevant and efficient support for the core area of the school's activities, namely academic and co-curricular extra-mural activities; and</li> <li>▪ create and/or maintain an environment conducive to high quality teaching and learning;</li> <li>▪ generate and co-ordinate new income streams which are supportive of the ethos of the school.</li> </ul>	
<b>Key performance fields:</b>	Financial Management, Estate & Facilities Management, including campus security, Human Resources Administration and Risk Management.	

### Financial Management Functions:

- Responsible for the total management & oversight of the finance function of the School, in support of the Treasurer and Principal duties as set out in the SA Schools Act.
- Compiles reports for Management (SGB) to assist them in decision making (e.g. Key Performance Indicators and written reports).
- Maintain the School's Finance policy, including policies covering procurement practices, to ensure that all requirements of the SA Schools Act are complied with and good governance standards are maintained.
- Prepares the Annual Budget with input from relevant stakeholders (staff, principal and treasurer) within the time requirements for approval by the SGB and parent body.
- External Auditors – Prepares for the Annual Audit, completes the Analytical Review of Expenses and Income, ensures the audited Annual Financial Statements are produced on time and copies sent to stakeholders e.g. WCED, parents on request.
- Ensures that all procurement complies with the documented policies and procedures of the School.
- Co – ordinate the Exemption from School Fees process and liaises with the SGB member responsible for Exemptions (Fee Remissions).
- Attends meetings of the School Governing Body and appropriate sub – committees (e.g. FINCOM Finance Committee) and ensures resolutions pertaining to Finance and Administration are carried out.
- Ensures that insurance policies are current, appropriate to the school's requirements, and that policies are paid up on time. (Valuation of Buildings).

- Liaises with WCED on administrative and financial issues to ensure the school's compliance with regulations (Sec 38A, Budget, Annual Financial Statements, Investment Accounts, WCED 043, SPMDS)
- Liaises with representatives of lunch shop and school clothing shop to ensure good administration and governance.
- Liaises with service providers e.g. Bankers, Insurance Brokers, Governing Body Foundation, suppliers of goods and services to ensure good governance in terms of quotations, service delivery and resolving of queries.
- Liaises with other school Business Managers and Bursars to develop relationships for networking, sharing of ideas, etc.
- Maximises income generation within the ethos of the school.
- Monitors and control income and expenditure in relation to the school's budget.
- Provides advice to the Principal and when necessary the SGB on salary assessment, sickness, maternity and paternity procedures, redundancy, capability, disciplinary issues and any matters of dismissal.
- Provides leadership and guidance for support staff, including direct line management responsibility for team leaders in finance, premises and administration.

#### **Facilities Management Functions:**

- Oversight of the estate and facilities of the School to ensure that the school environment is conducive to high quality teaching, learning and extra-curricular activity.
- Oversight and management of the campus to ensure that the School environment is secure at all times, including relationship management of all outsourced security services.
- Ensures that all laws and regulations pertaining to Occupational Health and Standards are met through administrative support and maintenance of appropriate policies and procedures.
- To lead the planning and implementation on site of new capital and refurbishment projects.
- Support to the SGB in the execution of capital development projects focused on the School campus and monitoring of related expenditure.
- To negotiate, manage and monitor contracts, tenders and agreements for the provision of support services.
- To maximise the use of the accommodation both by school and outside agencies in order to generate income.
- Liaise with service providers, contractors, outsourced service providers, etc.
- Set up of maintenance and repair strategy in conjunction with the SGB portfolio for Campus Development.
- The facilitation and administration of the hiring of any of the school facilities to any third parties.
- To manage the administrative function including the administrative ICT facilities.

### **Human Resources Administration Functions:**

- Administration of all employment contracts, including ensuring required pre-employment checks are carried out for new employees, dealing with staff queries about salaries, expenses, sickness and maternity procedures etc. Monitor absence.
- To maintain confidential staff records, and to ensure that staff records held in the school by others are kept confidential.
- To provide leadership and guidance for administrative and site staff, including direct line management responsibility where appropriate.
- Manages the Staff Appraisal system for WCED non – educator staff to ensure compliance with regulations and time requirements (SPMDS).
- Liaison with SARS, e.g. tax directives for lump sum payments to staff.
- Co – ordinates the completion of WCED requirements for reporting on SEC 38A payments to WCED staff and RWOPS.
- In conjunction with the Principal, maintain policies and procedures to regulate work practices and related HR policies.

### **Risk Management Functions:**

- Identifies risks and implements controls to reduce / mitigate risks.