



# The Springfield Anglican College

## Position Description:

## Assistant Director of Business Operations

Appendix 2

### Student Protection

Anglican schools support the rights of children and young people and are committed to ensure the safety, welfare, and wellbeing of students. Anglican schools are therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person including that of employees. This commitment includes the provision of a safe and supportive living and learning environment for all students and requires all employees, volunteers and visitors to model and encourage behaviour that upholds the dignity and protection of students from harm.

### 1. Position Details

<b>Position Title:</b>	Assistant Director of Business Operations
<b>Location:</b>	Based on the Secondary Campus this position provides a service to the College as a whole
<b>Status:</b>	Full Time
<b>Classification:</b>	Remuneration for this position sits outside the Support Staff Salary Classification of the FSAC Ltd Enterprise Agreement
<b>Reports to:</b>	Director of Business Operations
<b>Direct Reports:</b>	<ul style="list-style-type: none"><li>▪ Accounts Receivable Officer</li><li>▪ Accounts Payable Officer</li></ul>
<b>Last Reviewed:</b>	March 2024

### 2. Essential Qualifications

<b>Academic Qualifications:</b>	Bachelor of Business, Commerce or Accounting as well as CA or CPA qualification- <i>essential</i>
<b>Working with Children Blue Card:</b>	A Queensland Working with Children Blue Card is a mandatory requirement for this role
<b>Experience:</b>	Demonstrated Financial Accounting experience
<b>Other:</b>	Consent to a criminal record check

### 3. Position Purpose

Responsible to the Director of Business Operations, the Assistant Director of Business Operations contributes to the vision and goals of the organisation by providing efficient and effective management and maintenance of the accounting function and the production of management and financial reports for the Board, College Council and other relevant stakeholders, whilst being actively involved in one or more business units.



#### 4. College Expectations

Staff at The Springfield Anglican College will be:

- Supportive of the Aims and Philosophy of the College
- Supportive of the Anglican values and ethos of the College
- Focused on the needs of the College's students
- Maintainers of the confidentiality of the team
- Facilitators of positive and productive College and community relationships
- Focused on participating in developing a culture of excellence
- Strategic in their leadership and management
- Effective role models to staff through the use of appropriate conflict resolution and negotiation skills
- Supportive of the effectiveness of the Executive Leadership Team

#### 5. Domains of Professional Responsibility

The Assistant Director of Business Operations is responsible for undertaking the following key activities and professional responsibilities. In conducting these duties, it is imperative that the incumbent observes the College's strict expectations and protocols in relation to privacy and confidentiality of information. The professional responsibilities should be read within the context of the Statement of Effective Support Services, attached to this Position Description.

##### **Student Protection - Commitment to the Protecting Children and Young People in Anglican Education Policy, Guidelines and Procedures and Child and Youth Risk Management Strategy**

The College is committed to the safety and wellbeing of students enrolled at the school. In accordance with sections 171 and 172 of the Working with Children (Risk Management and Screening) Act 2000 (Qld), the College is committed to eliminating and minimising risks to child safety through the Child and Youth Risk Management Strategy. The Assistant Director of Business Operations will demonstrate a commitment to Child Protection, supporting the rights of children and young people and are committed to ensuring the safety, welfare, and wellbeing of students. The Assistant Director of Business Operations will model and encourage behaviour that upholds the dignity and protection of students from harm.

##### **Commitment to the College Vision and Goals**

The Assistant Director of Business Operations demonstrates a commitment to the College aims and philosophy in holistic education and supports the College's worship and value-based approaches. The Assistant Director of Business Operations will embrace change and support College development, with a particular focus on building positive and productive relationships with the wider College community.

##### **Collaboration within the Learning Community**

The Assistant Director of Business Operations promotes and participates in the creation and maintenance of a collaborative and supportive learning community. The Assistant Director of Business Operations works collaboratively with teaching and non-teaching staff to ensure that students and families feel supported throughout their association with the College.



The Assistant Director of Business Operations is responsible for the achievement of specific outcomes in the following key strategic areas:

**Strategic Financial Management Advice**

Provide strategic financial and accounting management advice to the Director of Business Operations and other relevant staff as required.

**Operational Management Support**

Working in team with the Principal and Director of Business Operations to create achievable efficient budgets and strategic midterm plans delivering planned financial outcomes. Continually review and make recommendations to improve the utilisation of resources in an effort to enhance business unit productivity.

**Day to Day Operations of the Finance Department**

Working in concert with relevant members of the finance department to develop, implement and evaluate accounts ensuring an effective accounting function is maintained in accordance with appropriate standards.

**Professional Development of the Finance Department**

Assist staff in the development, implementation and evaluation of the Colleges' accounting systems and processes. Implement policies and procedures to maintain a professional environment for members of the finance department.

**Financial Reporting and Accountability**

Contribute to the development of processes in concert with the Director of Business Operations to ensure that the College meets compliance requirements for capital and recurrent funding sourced from both state and federal governments.

**Professional Customer Service**

In concert with the Director of Business Operations ensure that a professional customer focused financial and accounting service is provided to all consumers and stakeholders.

**Statutory Compliance**

The Assistant Director of Business Operations ensures that the College adheres to all statutory compliance requirements, keeping up to date with relevant regulations and ensuring that policies and procedures adhere to the relevant regulations.

**Reflective Practice and Ongoing Professional Renewal**

The Assistant Director of Business Operations will demonstrate a commitment to professional development by actively engaging in ongoing professional learning, applying it to their professional practice. The Assistant Director of Business Operations refines their professional practice through regular inquiry, learning and reflection, engaging in self-directed learning informed by experience, research, and collaboration with other professionals, and actively participates in the Professional Review and Learning Program.



### **Duty of Care**

The Assistant Director of Business Operations contributes to the College's duty of care for both staff and students by adhering to all requirements relating to the development of an environment which is free from the risk of injury, harm and/or disease as required by the Workplace Health and Safety and Child Protection Acts and relevant College policies and practices.

### **Such other duties as may be required from time to time**

All employees recognise and accept that multi-skilling is an essential component of employment with The Springfield Anglican College and that they may be required to undertake duties that are outside their normal position description but within their skills, competency, and capability.

All employees recognise and accept to work in partnership with other members of the support staff team on a variety of tasks and in a range of contexts as required by the demands of the College administration function.

## **6. Key Objectives**

The Assistant Director of Business Operations will achieve the Key Role Objectives by:

### **Strategic Financial Management Advice:**

- Providing strategic advice to the Director of Business Operations concerning effective practices and initiatives.
- Conducting ad hoc reviews of policies and procedures requiring revision to enable more efficient and effective practices within the finance team only.
- Providing reports to management on financial matters suggesting alternative courses of action having analysed the implications of alternatives.

### **Operational Management Support:**

- Developing an effective working relationship with the business unit management team.
- Ensuring accurate planning of income and expenditure through the budgeting and forecasting processes.
- Ensuring accurate monitoring of actual expenditure relative to the respective business units' budgets.
- Optimising all financial resources used within the business unit, and specifically ensuring through efficient treasury management that finance costs are minimised and investment returns are maximised.



#### **Day to Day Operations of the Finance Department:**

- **Management of the accounting information system which incorporates the following:**
  - Maintenance of the accounts in accordance with the requirements of the College
  - Facilitate compliance with GST obligations.
  - Facilitate compliance with DEEWR Financial Accountability requirements.
  - Supervising the timely payment and reconciliation of supplier accounts.
  - Reconciliation of general ledger accounts.
  - Ensuring all subsidiary ledgers are reconciled and aged trial balances are prepared and analysed.
  - Ensuring all journal entries including subsidiary systems entries are created entered and posted for the relevant periods.
  - Supervision of payroll functions including ensuring subsidiary system entries are created entered and posted for the relevant periods.
- **Management of compliance issues with respect to the Colleges' legislative obligations including**
  - Ensuring the completion and lodging of BAS and FBT returns.
  - Assisting the Director of Business Operations with the preparation and completion of the Government Financial Questionnaires and Census data.
  - Ensuring staff are kept informed on the implications/costs of GST and FBT.
  - Ensuring that WorkCover payment returns are processed.
- **Management of the Colleges' Asset Register**
  - Maintaining a computerised asset register which incorporates the calculation of depreciation.
  - Maintaining accounting and physical movements within the asset register.
  - Conduct periodic stocktakes of Colleges assets.
  - Develop and review an effective system of internal control to prevent the loss of Colleges' assets.
  - Report on depreciation for relevant accounting periods.
  - Maintain the insurance schedule.
- **Maintenance of Capital Project records**
  - Assisting the Director of Business Operations and Colleges' Leadership Team, to develop funding proposals for major capital works projects.
  - Ensuring that the costs of projects are accurately captured and that the full costs are ultimately capitalised.
  - Maintaining project expenditure appropriate to budgeted levels.
  - Ensuring that all appropriate sources of funding are accessed.
  - Ensuring compliance and acquittal requirements for capital grant funding are satisfied.



- **Processing and Management of the Payroll Function**

- Timely and accurate payment to the College's staff on a fortnightly basis.
- Maintaining the TASS master files and database.
- Updating payroll records with approved timesheets where required and otherwise maintaining the employee master file as directed to enable regular and accurate wages payments.
- Preparation of monthly reports for financial accounting staff for account reconciliation and monthly reporting purposes.

#### **Financial Reporting and Accountability**

- Preparing the monthly financial statements (including cash flow statements, profit and loss, balance sheets, debtors) for presentation to College Council and the Board of Directors.
- Preparing monthly/quarterly departmental income and expenditure reports to assist in operational management and the meeting of budget targets.
- Preparing ad hoc management reports as directed by the Principal or Director of Business Operations.
- Assisting with the planning, development, approval and implementation of the annual budgets and midterm strategic forecasts.
- Liaising with the Colleges' auditors to facilitate the audit process and implementation of recommendations.

#### **Professional Customer Service**

- Ensuring the maintenance of client focus by attending to needs and enquiries in a positive and prompt manner.
- Promoting the College positively on all occasions.
- Working as a member of a multi skilled team ensuring the maintenance of an efficient professional environment, assisting one another as necessary to ensure the smooth running of the finance department.

#### **Statutory Compliance**

- Develop various professional resources and contacts to gain knowledge of changes in various regulations and legislation.



## 7. Selection Criteria/Competencies

The Assistant Director of Business Operations will possess the following competencies, skills, qualifications, and experience:

- Support the Christian and Anglican ethos of the College
- Possess a current Queensland Working with Children Paid Blue Card
- Degree qualifications in Business, Commerce or Accounting
- Member of an appropriate accounting body (CPA, CA)
- Consent to a criminal record check
- Significant financial accounting experience
- Financial planning skills
- Demonstrated experience in processing payroll
- Demonstrated experience in a similar role
- Highly developed computer literacy as it relates to accounting software, ideally experience in the use of the TASS School Management System (or a similar program would be an advantage)
- The ability to negotiate solutions with clients
- Knowledgeable, articulate, and friendly manner with the ability to work with the College and wider community
- Demonstrated sound personal qualities of tact, confidentiality, reliability, and the ability to work with others both individually and as a member of a team.
- Well-developed data management, including high degrees of accuracy and consistency.
- Excellent communication and problem-solving skills.
- Demonstrated conflict resolution skills.
- The ability to take direction, meet deadlines and handle large and complex workloads.
- The capability to prioritise multiple demands.
- Ability to communicate and promote the College with confidence.
- Ability to drive and adapt to change.
- Ability to cope with periods of pressure and proactively address issues.
- Verbal and written communication skills including application of high order customer service principles and practices.
- Genuine interest in families and students.
- Attention to detail and adaptable work practices.
- Demonstrated flexibility and the ability to work independently and without direct supervision.
- Basic understanding of occupational health and safety, equal employment opportunity and anti-discriminatory practices and behaviour as applied in a work environment.



## Statement of Effective Support Services

The College believes that success of support staff will occur when they are committed to the provision of quality professional services for staff, students, and families, which adds value to the College's operations and programs.

***This will be achieved through:***

- Providing quality client service
- Pastorally caring for students as appropriate
- Supporting College programs and initiatives
- Working efficiently and harmoniously
- Participating in and supporting teamwork
- Being flexible and open to learn new ways
- Embracing the use of technology

***Critical to our success will be an approach that:***

- Embodies the values and standards of the College
- Adopts a personal approach to client service
- Demonstrates efficiency, accuracy, and competency in your work
- Is proactive
- Seeks continuous improvement through opportunities for training and development



# STATEMENT OF COMMITMENT

The following **statement of commitment to the safety and wellbeing of children and the protection of children from harm**, seeks to provide a foundation to reflect, encourage and support a child safe culture. The Statement is required to be implemented by all persons within The Springfield Anglican College, The Tiny Tartan Kindergarten and ABCC and Early Years ABCC.

*Anglican Schools and Education & Care Services are committed to providing environments where children and young people receive the highest standard of care, where their rights are supported, and they have opportunity to thrive and be fruitful. Such environments nurture and safeguard the intelligence, dignity, safety and wellbeing of each child or young person, by placing them at the centre of thought, values and actions.*

*As reflected in our Ethos, our vocation is education, driven by a vision of humanity, shaped by the image of God made visible in Jesus, present in every human being.*

- *Every child: made in the image and likeness of God.*
- *Every child: loveable and loved, unique and unrepeatable.*
- *Outstanding education for the flourishing of people and the good of community.*

*Our faith is lived. We are hospitable and welcoming communities, who embody compassion, kindness, fairness, justice and love, and where exceptional pastoral care is practiced.*

*Working and serving the best interests of children and young people is in everyone's best interest. This is achieved through sustaining living and learning environments that are safe, supportive and stimulating. Specifically, we:*

- *place emphasis on genuine engagement with children and young people;*
- *create conditions that reduce the likelihood of harm to children and young people;*
- *create conditions that increase the likelihood of identifying harm where it exists; and*
- *respond swiftly and appropriately to any concerns, disclosures, allegations or suspicions.*

*This commitment is sought to be consistently reflected through the decisions and behaviour of all persons within the School or Service, who are guided by effective governance, policies, tools and processes. This fosters a child safe culture, where acting in children and young people's best interests is at the heart of what we do.*

Source: Working with Children in Anglican Education Policy v1.0 (2020)

**Steven Morris**  
Principal