Director of Business and Finance
The Moreton Bay Colleges
ABOUT US

Moreton Bay College and Moreton Bay Boys’ College are two separate P-12 single sex Uniting Church day schools. Governed by two boards (but with the same membership on each) and led by a single Executive Principal, each school retains its independent legal status, a single sex focus and its own personality and attributes. However, both schools have significant strengths to offer the other and together have a unique market leading proposition in private school education for families on the Brisbane bayside just 15 kilometres from Brisbane city.

**Moreton Bay College** was established in 1901 as a school for girls from P-12 and now supports an enrolment in excess of 1200 students. The College has had a strong philosophy of educating the whole person – body, mind, heart and spirit. The focus on academic excellence underpinned by a rich and caring pastoral program serves as the foundation of the educational experience for the girls at the college. This is coupled with a vibrant and strong co-curricular program across visual and performing arts, cultural activities and a wide range of sports.

Moreton Bay College is set on 20 hectares of beautifully landscaped grounds where girls and staff enjoy open vistas and fresh bay breezes. With 113 years of history the College is well established with extensive libraries, sports complex, a state-of-the-art music and performance centre, an Olympic sized swimming pool and a chapel. At the start of 2014 the College completed a state-of-the-art Science centre featuring 8 laboratories, a growth room and 4 experimental investigation rooms.

**Moreton Bay Boys’ College** was established in 2003 to provide a boys-only school that could replicate the culture and ethos of MBC and provide an equivalent educational experience for boys in the local area. As an International Baccalaureate World school, the College offers the great benefits of an internationally recognised approach to education. Our globally-focused syllabus helps boys connect with the world around them – managing, constructing and deconstructing knowledge and applying it to different contexts and experiences. Teachers use the Primary Years Program (PYP) and the Middle Years Program (MYP) of the International Baccalaureate to plan inquiry-based, differentiated units covering all aspects of the Australian Curriculum. Senior boys follow the QSA pathways with the majority of boys obtaining an OP.

Moreton Bay Boys’ College is set within 13 hectares of bushland and native plants, with a 5.5 hectare nature sanctuary behind the classrooms. This area has become a focal point of environmental science work undertaken by the boys. With 11 years history as a growing and developing school our sustainable, award winning classrooms are technologically rich and supported by IT laboratories and mini IT laboratories within or between classrooms. Classrooms and verandahs are spacious and airy, catering for the larger spaces required by boys, and are designed to make the most of the prevailing Bay breezes.
THE POSITION

We are seeking a dynamic and committed leader to undertake the role of Director of Business and Finance. The Director of Business and Finance plays an important role working across both Colleges in ensuring synergies are maintained between the two to harness expertise, resources, knowledge, facilities and business functions to best effect.

The Director of Business and Finance has overall responsibility for the sound financial and general business management of The Moreton Bay Colleges, working closely with the respective Finance Managers of each school. The Director of Business and Finance also plays a key role in assisting the Executive Principal and Board to develop the Strategic and Building Master plans for both Colleges including monitoring the progress of Capital Works projects. The role also includes the business management of various strategic business units that bring additional revenue streams.

The Director of Business and Finance is a member of the Executive Leadership team of the two schools and reports directly to the Executive Principal of Moreton Bay College and Moreton Bay Boys' College. Reporting directly to the Executive Principal through to the Board, this position also acts as the Company Secretary for Moreton Bay Boys’ College with all the responsibilities that this function encompasses.

The majority of duties of this role are able to be carried out at Moreton Bay College, however the Director of Business and Finance is required to regularly attend meetings whenever necessary at Moreton Bay Boys’ College. The Colleges are situated approximately 2.5 kilometres apart.

All staff need to be supportive of the values, Christian ethos and Ethical Statement of both Moreton Bay College and Moreton Bay Boys’ College.

THE SUCCESSFUL APPLICANT

A committed and respectful leader, you will have a reputation for providing clarity of direction and strong governance. Your professionalism and ability to multi-task will assist with the day to day operation of this fast paced, ever changing environment.

The successful applicant will be a highly driven individual with a proven track record in providing leadership and commercial management of a major enterprise while maintaining the highest professional standards. They will also have:

- A proven ability to provide strong, visible leadership across a multi-disciplinary corporate services team.
- Demonstrated high level ability to manage and project cash flows relating to income, expenditure and capital.
- Demonstrated ability to provide expert financial strategic advice together with the ability to deliver accurate, timely and relevant financial information.
- Demonstrated ability to strategise and utilise vision to drive financial decisions, prioritising effectively and understanding the impacts of decisions and managing risks appropriately.
- Highly developed consulting, communication and interpersonal skills which lead to the establishment of business partnerships and positively influencing others.
- Experience in working with Boards and across corporate governance processes

ROLE DESCRIPTION

VISION AND VALUES

1 Ensure student learning and growth remains a pivotal objective by:

- Planning strategically, initiating management and change to facilitate the Colleges’ strategic plans and achievement of the broader goals of each College, while ensuring synergies are maintained between the two.
2 Coaching and building capacity and support of non-teaching staff to achieve high standards and develop their leadership capability by:

- Providing feedback on a formal and informal way to non-teaching staff.
- Encouraging staff to seek opportunities where possible to improve their skills and undertake professional development relative to their role.
- Ensuring staff within teams have opportunities to share their expertise and are trained to undertake other roles within their team.

3 Inspire and motivate staff to ensure the vision and strategic plan is put into action across the school by:

- Setting realistic plans and goals for the teams that are in line with the strategic plan, review and recognise achievements made.
- Encouraging similar teams from the two schools to interact, share ideas and collaborate in order to achieve best practice.

4 Behave with integrity and model values and ethical perspectives which reflect yours and the schools practice and organisation by:

- Being ready and available to assist, advise and counsel.
- Being decisive and maintaining consistency in decision making.
- Maintaining a high level of confidentiality.

5 Build a culture of inclusivity which considers the richness and diversity of the school’s wider community by:

- Valuing the opinion of others and listening to their concerns.
- Communicating and interacting with openness, consistency and honesty with all stakeholders including parents, suppliers and associations such as parents and friends and past student bodies.
- Handling disagreements in a professional, thoughtful and supportive manner.

**KNOWLEDGE AND UNDERSTANDING**

6 Apply professional knowledge to meet the needs of the role and ensure your professional knowledge remains current by:

- Maintaining current membership of professional bodies relative to the role i.e accounting, management, secretarial.
- Ensuring active participation in Business Manager professional groups and networking with colleagues.
- Attending conferences and other professional development seminars as appropriate to the role.

7 Understand the importance of and demonstrate commitment to your own ongoing professional development by:

- Demonstrating the ability to implement change based on revised leadership or management practices.
- Accepting criticism and feedback in a professional manner which allows you to assess your own strengths and development needs.
- Providing opportunities for your staff to improve their professional development to enable them to achieve their goals.

8 Effectively manage and facilitate long term change in the schools together with others by:

- Demonstrating effective communication skills.
- Having the capacity to articulate why change is necessary and providing a clear purpose to ensure overall understanding and commitment from others.
9 Ensure the resources and staff of each College is efficiently organised and managed to provide an effective and safe learning environment as well as value for money by:

- Understanding the needs and priorities of students, parents and teachers.
- Setting clear budgets for each College including a consolidated financial position and monitoring these closely with accurate reporting to the College Boards.
- Being aware of the whole environment and contributing factors which influence future needs and issues across both schools and reporting these to the Executive Principal and the Boards so that informed decisions can be made.
- Ensuring appropriate benchmarks are used in order to compare and measure performance and make recommendations based on the outcomes of these.
- Reviewing expenditure on a regular basis to ensure it is appropriate and adequate resourcing is being provided in order to achieve the strategic goals.
- Monitoring and reviewing long term business plans including financial and maintenance plans on a regular basis and report revisions of these to the Executive Principal and Boards.
- Reviewing the standard of facilities in conjunction with the Property Managers and making recommendations for improvements in line with best practice and available funds.

PERSONAL QUALITIES, SOCIAL AND INTERPERSONAL SKILLS

10 Demonstrate the capacity to manage yourself well and demonstrate commitment to your own personal health and wellbeing in order to manage the complexity of the role by:

- Prioritising tasks and acting constructively in order to respond to demands in a rational manner.
- Demonstrating the capacity to focus on the positives within situations but to ensure the issues are addressed appropriately.

11 Demonstrate the capacity to work with others effectively in order to implement and improve plans and policies for the Colleges by:

- Writing new and updating existing policies and procedures, ensuring there is regular review of policies within the Colleges and that there is alignment of policies between the two Colleges in conjunction with the executive leadership team.

12 Ensure the achievement of high standards across both Colleges by monitoring accountabilities of staff and self by:

- Working collaboratively with staff to develop their performance goals.
- Regular meetings with staff to ensure that their accountabilities are clearly defined, understood and agreed and they are complying with expectations.
- Undertaking regular performance reviews of staff and attending to any unsatisfactory performance.

SPECIFIC AREAS OF RESPONSIBILITY OF THE DIRECTOR OF BUSINESS AND FINANCE

13 Financial Management

- Overall responsibility for the Financial Management of MBC and MBBC, working closely with the respective Finance Managers of each school. Preparation and control of the respective budgets including consolidations of both College entities, compilation of monthly and annual financial management and statutory statements, cash flow statements, benchmarking and KPI’s, consolidated 10 year financial plans.
- Ensure timely preparation and lodgement of Commonwealth Government Returns including but not limited to:
  - Financial Questionnaire of Non-Government Schools
  - DEEWR Census of Non-Government Schools
  - SES Data
  - Student Attendance.
• Ensure timely preparation and lodgement of Annual State Government Returns:
  – State Census of Non-Government Schools
  – Accreditation of Non-State Schools.
• Preparation of Capital Grant and other applications to the Queensland Independent Schools Block Grant Authority.
• Management of insurance policies and claims for MBC and MBBC including Workcover claims.
• Supervision of donations to the respective Building Funds and Scholarship Funds.
• Overall responsibility for ensuring the timely billing of families and collection of all fees and monies due to the College. Liaison with debt collection agency in facilitating the recovery of unpaid fees.
• Investment of surplus funds for both Colleges.
• Maintenance of and liaison with bankers in regard to the Capital loan program for both Colleges.
• Obtaining quotes for both operating and finance leasing of computer and other equipment and the implementation thereof.
• Supervision of payroll and staff employee register, salary packaging, superannuation returns, Workcover returns, PAYG payments and issue of employee Payment Summaries.
• Supervision of the General Ledger, College banking and approval and payment of creditors invoices.

14 Business Operations

• Financial management of both MBC and MBBC’s business operations and external relationships, including, but not limited to, College Uniform Shop, College Tuckshops, Childcare Centre including Outside Hours School Care, MBC Gymnastics and MBC Swim Centre including Learn to Swim.
• Liaise with and provide financial and commercial support to relevant operational and departmental staff.
• Direct supervision, training and accountability of the day-to-day activities of the following staff at both campuses:
  – Finance Managers at MBC and MBBC
  – Human Resources and Compliance Officer for MBC and MBBC
  – Property / Project Manager at MBC and MBBC
  – Event and Facilities Manager for MBC and MBBC
  – Workplace, Health and Safety Officer for MBC
  – Catering and Housekeeping Manager for MBC
  – Uniform Shop Manager for MBC and MBBC
• Indirect supervision, training and accountability for other non-teaching staff.
• Assistance with the induction of new employees.
• Review all letters of appointment to ensure they are consistent with the terms and conditions of the EBA and are within budget constraints.

15 Property and Facilities Management

• Assist the Executive Principal and Board to develop the Building Master plans for both Colleges.
• Oversee the Property Managers’ in the following areas:
  – Supervision of building contractors on site
  – Supervision of building maintenance/cleaning requirements
  – Supervision of holiday maintenance programs
  – Supervision of the hiring of Colleges’ facilities
  – Supervision of the Colleges’ security programs
  – Supervision of equipment service agreements
  – Supervision of school caretaker.
• Undertake loan and grant applications for building works as required.
• Monitoring of the financial progress of Building and Capital Works projects and retention of appropriate records.
• Supervision of Furniture and Equipment Inventory and other Asset Registers.
• Maintenance of Colleges grounds vehicles replacement program.

16 Other

• Attendance at major College functions including occasions such as Board/SLT retreats etc.
• Preparation of agendas and other relevant papers for College Boards and other sub-committees of the Boards.
• Company Secretarial duties of MBBC and MBC.
• Attendance at meetings at both Colleges including but not limited to:
  - Board of Governors
  - Audit and Risk Committee
  - Finance and Facilities Committee
  - Building Committee
  - Executive Leadership Team
  - Senior Leadership Team
  - Workplace Health and Safety Committee
  - Joint Consultative Committee / Single Bargaining Unit (as required)
  - Staff meetings.
• Liaison with but not limited to the following:
  - College Auditors
  - College Bankers
  - Insurance Brokers
  - Commonwealth and State Government Departments
  - Brisbane City Council
  - College Legal advisers
  - Architects
  - Parents and Friends' Association and various support groups
  - Outsourced Entities (i.e Tuckshop/Grounds)
  - Hirers of the College facilities.
• Employer representative or attendee as required in industrial relations matters such as the Joint Consultative Committee and Enterprise Bargaining Negotiations.
• Participate and assist in the strategic direction of the Colleges’ in such matters pertaining to the Colleges’ Strategic Plans and Master Plans.
• Review and maintain the joint Risk Register and business compliance plans of the Colleges.
• Write new policies and update policies as required, ensuring there is regular review of policies within the Colleges and that there is alignment of policies between the two Colleges.
• Undertake any investigation, special projects or other duties as directed by the Executive Principal.

EDUCATION and/or EXPERIENCE

• Essential – Qualifications in Accounting.
• Highly desirable: Qualifications in Management and also Secretarial/Governance.

CERTIFICATES, LICENSES, REGISTRATIONS

• Membership of a recognised Professional Accounting body.
• Hold or be eligible to hold a Positive Notice Blue Card for working with children.

CONDITIONS AND SALARY

• 5 Year Full Time Contract position with annual reviews
• Annual Salary to be negotiated based on experience and qualifications
• Salary packaging options available
• 6 weeks annual leave
• Sick Leave entitlement of 10 days annually
• Long Service Leave entitlement of 1.3 weeks for each year of service, which can be taken after 7 years.

HOW TO APPLY

Suitable applicants should apply by submitting an application that clearly provides detail about each of the following:

• a statement of reasons why you are applying for this position
• a complete personal profile and contact details
• current employment details
• significant relevant and recent professional development
• membership of relevant professional associations, committees and learned societies
• any additional information you may wish to submit
• the names and contact details of three professional referees

Please note:

All applicants must declare:

• any convictions of any criminal offences
• that all information supplied is accurate and complete

Application letter should be addressed to the Executive Principal, Mr James Sloman.

Full application package should be marked ‘Confidential’ and addressed to:

Ms Tracey Lee
The Moreton Bay Colleges
'Director of Business and Finance'
PO Box 84
WYNNUM QLD 4178

Email applications also accepted – employment@mbc.qld.edu.au

Applications close at: 12 Noon Monday 2 February 2015

EMPLOYMENT COLLECTION NOTICE FOR THE MORETON BAY COLLEGES

In applying for this position you will be providing The Moreton Bay Colleges with personal information. We can be contacted at PO Box 84, Wynnum Qld 4178; employment@mbc.qld.edu.au; phone (07) 32499300.

If you provide us with personal information, for example, your name and address or information contained on your resume, we will collect the information in order to assess your application for employment. We may keep this information on file if your application is unsuccessful in case another position becomes available.

The College’s Privacy Policy contains details of how you may complain about a breach of the APPs or how you may seek access to personal information collected about you. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.

We will not disclose this information to a third party without your consent. We are required to conduct a criminal record check to collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under Child Protection laws. *We may also collect personal information about you in accordance with these laws.*

The College may store personal information in the ‘cloud’, which may mean that it resides on servers which are situated outside Australia.
If you provide us with personal information of others, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish and that the College does not usually disclose the information to third parties.*

*If applicable.