

Janet Clarke Hall

The University of Melbourne

Document title:	Business Manager Application Information	
Applies to:	Applicants/ Enquiries	
Confidentiality:	N/A	
Drafted by:	Principal	3 April 2019
Endorsed by:	Principal	3 April 2019
Next Review date:	TBA	

The purpose of this document is to provide useful information for applicants for the position of Business Manager. It is distributed by the College part of the induction documentation provided to prospective applicants for the role.

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1. How to apply

Please address your application to the Principal, Dr Damian Powell, via employment@jch.unimelb.edu.au.

Your application should include:

1. A formal letter of application
2. Your current *curriculum vitae*, including details for three referees who are able to comment on your suitability for the position
3. A response to the criteria noted within the Position Description:
 - Duties as Company Secretary
 - Duties as Financial Manager
 - Leadership qualities in running a team
 - Duties in terms of compliance and external regulation
4. Your letter of application should also speak directly to the following criteria:
 - Your suitability to work in a tertiary educational environment
 - Your response to the College's Vision and Mission Statement 'Who we are and what we stand for'
 - Your record of good practice in leading teams, and building productive culture within a small and dedicated collegial team as part of the Senior Leadership Group.

Applications are due by 5pm on Friday 10 May 2019.

2. Janet Clarke Hall Vision and Mission: 'Who we are and what we stand for'

Janet Clarke Hall was founded in 1886 as the first university college for women in Australia.

As a leading academic College of and within the University of Melbourne, Janet Clarke Hall offers exceptional opportunities to its students, providing:

- a small, supportive College which enables real friendship and real community
- a place not only for the mind, but the whole person, with opportunities to engage with the wider community and the rich social, cultural, musical, and sporting life of the College
- outstanding academic support and broad-ranging intellectual stimulus
- experience of diversity, through a vibrant mix of backgrounds, orientations, interests and beliefs
- contact with leading scholars, visiting artists, doers and thinkers
- a place of equality and empowerment, founded in the Anglican and feminist traditions, with shared values of respect and mutual care

At Janet Clarke Hall we challenge our students to be curious, brave and passionately engaged in the world; responsible citizens and future leaders.

3. Position Description

Janet Clarke Hall

The University of Melbourne

Janet Clarke Hall, a leading academic college within The University of Melbourne, provides a supportive and intellectual environment for students.

Position Title: Business Manager

Appointed by: The Principal

Responsible to: The Principal

Date reviewed: 3 April 2019

Objectives and Organisational Relationships

The Business Manager is responsible to the Principal for the management of the College finances and compliance with associated legislation. She or he is a member of the Senior Leadership Team of the College, and as such will contribute positively to the collegiate environment, supporting the ethos and values of the Principal. The position has four broad strands:

1. Company Secretary
2. Financial Management
3. Personnel and Service Management
4. General Operational Responsibilities

1. Company Secretary

To this end the Business Manager is required to:

Ensure that the College conforms to all statutory and legal obligations under relevant legislation;
Implement the College's investment policy;
Make arrangements for and give notice of all Council and relevant meetings;
Maintain all corporate reports and records prescribed by government authorities;
Organise and be responsible for preparation of minutes, agenda notices and other correspondence;
Prepare the College's annual Statutory Financial Accounts and reports;
Prepare the College budget, in consultation with the Principal, for submission to the Executive and Finance Committee;
Prepare the College financial accounts for submission to the Executive and Finance Committee;
Ensure timely lodgment of returns to the Australian Taxation Office and the Australian Securities and Investment Commission.

The Business Manager will act as Minute Secretary to Council, the Finance and Investment Committee, and *ad hoc* College Committees as directed.

2. Financial Management

To this end the Business Manager is required to:

Manage the financial affairs of the College including all accounting duties;
Regularly monitor the financial performance against budget;
Prepare the College budget in conjunction with the Principal;
Monitor and review approved budget;
Provide financial reports to the Principal and the Finance and Investments Committee;
Collect and take appropriate action on outstanding fees;
Report any outstanding debts owed to the College to the Finance and Investments Committee;
Oversee the purchasing function relating to operation and capital expenditure;
Oversee the financial aspects of capital projects;
Obtain quotations, prepare tenders and arrange contracts for major repairs, capital and new equipment needs;
Develop and recommend financial policies.

3. Personnel and Service Management

As a member of the College's Senior Staff, the Business Manager will take part in the overall leadership and management of College staff in accordance with the ethos of the Principal.

To this end the Business Manager is required to:

Supervise the day-to-day functions of the Bookkeeper to ensure accurate and timely processing of accounting entries;
Supervise the day-to-day functions of the IT Manager with an eye to a costly and efficient IT infrastructure and support
Ensure conformity with awards and agreements applicable to staff;
Assist the Principal with review of salary structures and agreements applicable to staff;
Ensure adequate maintenance and security of buildings, property and grounds;
Manage the Catering provision of the College, overseeing any contracts which overlay the catering arrangements, and providing supervision of catering staff;
Liaise with staff on financial and administrative matters;
Manage the superannuation requirements of the College.

The Business Manager is expected to work closely with other College staff to assist them in achieving their work objectives, and to provide support and advice as needed.

The Business Manager will oversee the work of the College Bookkeeper, who is also responsible for the student billing system, and to ensure that the student billing system is producing accurate and timely reports, and that debts due to the College are collected.

4. General Operation Responsibilities

To this end the Business Manager is required to:

Manage Insurance and Workcover requirements;
Serve as the College's appointed Workcover representative;
Review and develop financial and administrative systems;
Manage Occupational Health and Safety issues.

The Business Manager will be called on from time to time to research, analyse, and report on, specific areas of need of the College. These areas may involve building projects, computer applications, maintenance issues, etc.

The Business Manager will liaise with counterparts at other residential colleges about matters of mutual concern.

Other duties as required by the Principal.

5. Qualifications and Competencies

The Business Manager will be a member of a recognised Accounting body and be able to demonstrate hands on accounting experience.

The Business Manager will be able to present high-quality reports, both written and oral, to the Principal, the Finance and Investments Committee, and to Council.

Computer literacy is essential for the Business Manager effectively to record and analyse the College financial data, and to report properly thereon.

The Business Manager will be able to work independently and under supervision and to exercise judgment consistent with the ethos of the College as directed by the Principal.

6. Terms of Employment

The position of Business Manager is fixed-term for a period of five years.

The position is part time (0.7 or 0.8 FTE) and will be remunerated at HEW level 10 under The University of Melbourne Award (currently \$126,595 full time). In addition, the College will contribute an amount equal to 9.5% of salary to an approved Superannuation Scheme.

D.X. Powell
Principal
3 April 2019