



Role Description

Director of Finance and Business Operations

CLASSIFICATION:	TERM:	TIME ALLOCATION:	REPORTS TO:
Deputy Principal A or B (commensurate with experience)	5 years from commencement date	Full time FTE 1.0	The Principal
DIRECT REPORTS:	Assistant Business Manager Finance – Payroll; Family Accounts and Accounts Payable Facilities Manager and Maintenance Team IT Manager and IT Team		
APPOINTMENT TERMS:			
Employment is in accordance with terms and conditions of Catholic Education Multi Enterprise Agreement 2022 (CEMEA 2022).			



POSITION PURPOSE

The Director of Finance and Business Operations reports directly to the College Principal, and provides strategic leadership across Finance, Information Technology, Facilities, Infrastructure and Capital Works for the College. The Director of Finance and Business Operations is a member of the College Leadership Team and has a key role in both the strategic planning and business operations of the College. The role is vital to the continuous improvement and future focus of systems, people and processes that support and enable the College to deliver excellent outcomes in Catholic Education.

The role exercises a leadership role in the College by providing information and support to the Principal and as appropriate to the School Advisory Council, Melbourne Archdiocese of Catholic Schools (MACS), College Leadership Team, parents and students. They are expected to display competency across a range of skills and aptitudes, both technical and interpersonal, that positively contribute to College culture. These competencies are executed in accordance with MACS Policy and Procedures, as directed by the Principal, and informed by industry best practice.

Key Performance Indicators

- ▶ Evidence of strategic leadership and achievement of agreed outcomes in the areas of financial management, infrastructure planning and IT.
- ▶ Effective contract management, applying commercial acumen to drive effective use of resources, quality outcomes and risk mitigation.
- ▶ Compliance – Essential Safety, Health, Safety and Wellbeing / OH&S leadership and risk management in relevant areas.
- ▶ Active participation and engagement with MACS in shaping policy and solutions for MACS schools.
- ▶ Positive contribution to College culture – leading for school improvement, improving outcomes and building the capacity of staff.

The accountabilities within the role are as follows but not limited to

Strategic Leadership

- ▶ Play an active role in the development and implementation of current and future strategies and objectives, ensuring that the College makes the best use of its resources including consideration of financial implications of planned strategies.
- ▶ Through the application of project management and change management expertise, consult on, design and execute major school projects.
- ▶ Monitor outcomes across all initiatives in master planning, facilities, finance and IT.
- ▶ Develop and implement contemporary initiatives supporting the business function of the College as they relate to the school improvement plan.
- ▶ Consult and collaborate on strategic initiatives with staff, students and MACS representatives, ensuring that there is transparency, engagement and participation.
- ▶ Encourage and maintain a climate of quality and service excellence within the College.
- ▶ Establish strong professional networks within the Catholic education sector, proactively participating and representing the College in the development of MACS policy and procedures for MACS Schools.

Financial Management

- ▶ Provide strong and sustainable long term financial management of the College, including the development of financial strategies and goals in conjunction with the Principal that align with MACS priorities.
- ▶ Model, manage, and communicate financial budgets, forecasts and funding for strategic initiatives, appropriately analysing risks and opportunities and delivering a detailed understanding of financial results to key stakeholders.
- ▶ Oversee the preparation and submission of the annual budget, financial plans, monthly and annual financial reports and audit, in accordance with MACS and local deadlines.
- ▶ Together with the Assistant Business Manager, develop, recommend, implement and monitor strong systems of internal control regarding all aspects of financial management, in accordance with MACS policy and accounting standards.
- ▶ Understand the effects and implications of Melbourne Archdiocese Catholic Schools (MACS), and Victorian Catholic Education Authority (VCEA) policy, government legislation and other governance requirements on the financial operations of the College.
- ▶ Act as the key contact point for all funding agencies, including preparing and lodging grant applications and reporting.

Governance and Risk Management

- ▶ Ensure effective risk management practices and procedures are in place, including MACS Policy compliance in the areas of Finance, Infrastructure Health Safety and Wellbeing and other areas as directed by the Principal.
- ▶ Chair the College Occupational Health and Safety committee.
- ▶ Maintain College records to comply with MACS, VCEA, State and Commonwealth government requirements.
- ▶ Ensure the College has effective and adequate insurances consistent with MACS requirements and handle any claims that arise.
- ▶ Lead, negotiate and monitor all commercial contracts, tenders and agreements for the provision of support services.



IT Management

- ▶ In conjunction with the IT Manager ensure IT risks are mitigated, and MACS directives are implemented.
- ▶ Remain abreast of IT developments suitable for learning outcomes.
- ▶ Oversee the procurement and deployment of College devices for students and staff.
- ▶ Oversee the IT Help Desk function ensuring it meets the needs of the College community.
- ▶ Drive medium and longer term planning for IT needs and priorities.



Facilities Management

- ▶ In conjunction with the Facilities Manager, oversee the College Maintenance Plan across the built site and grounds per MACS Policy in order to achieve Essential Safety compliance in all areas.
- ▶ With the Principal, develop the College Master Plan, identifying capital project priorities.
- ▶ Project Manage capital works and construction in accordance with the College Master Plan ensuring compliance with MACS Infrastructure policy and procedures.
- ▶ Represent the College as a key member of capital works related project teams.
- ▶ Direct the work of the College Facilities team
- ▶ Oversee College security including the key register and contract security services
- ▶ With the support of the Facilities Manager, oversee the external contract cleaners.



Staff Leadership and Management

- ▶ Guide, monitor and evaluate staff performance, succession planning, recruitment, induction and professional learning and training for relevant staff.
- ▶ Ensure that legislative and regulatory requirements are met by Finance, IT and Facilities staff.
- ▶ Promote a strong working relationship between teaching and non-teaching staff to deliver strong outcomes for students, staff and the College community.
- ▶ Foster a positive and dynamic working environment by sustaining a team approach, ensuring open communication, transparent and effective decision making, feedback and collaborative work practices.
- ▶ Involvement in the life of the College as a Catholic Learning Community.



Team Memberships and Relationships

- ▶ Team Memberships
 - College Leadership Team
 - School Advisory Council
 - Relevant sub committees
 - OH&S Committee
 - Project Teams
 - MACS reference group membership as arises
- ▶ Key Relationships
 - College Leadership Team
 - MACS
 - MACS Secondary Business Manager's Association
 - Catholic Education Business Administrators (CEBA)
 - Association of School Business Administrators (ASBA)
 - External contractors and suppliers of commercial services
 - Parents/guardians and the broader school community

Position requirements

Knowledge and skills for this role

- ▶ Senior leadership experience with a proven track record driving positive change and continuous improvement with authenticity and vision.
- ▶ Significant business management experience including an in-depth understanding of strategic financial management within complex organisations, experience in leadership and management of staff and business operations across several disciplines.
- ▶ Ability to work at an Executive level including Board / Advisory Council reporting and a demonstrated ability to motivate and lead a multidisciplinary team to achieve a strategic plan using contemporary business practices.
- ▶ Strong interpersonal and communication skills. This includes an ability to effectively negotiate and resolve conflict, motivate and engage stakeholders.
- ▶ Experience in leading, implementing and reviewing quality processes and strategies that are embedded throughout an organisation.
- ▶ Sound judgment and the ability to operate autonomously and demonstrated initiative and innovative thinking in dealing with issues in a decisive and consistent manner.
- ▶ Willingness to embrace the values of the College.

Desirable knowledge and skills for this role

- ▶ Ability to project manage Capital Works programs, including Work Health and Safety, risk management, budget and resource management.
- ▶ Experience in the education sector comprising an understanding of educational legislative requirements including State and Federal Government policy and funding arrangements.
- ▶ Post Graduate business and/or education qualifications, such as CPA, CA, MBA qualifications.
- ▶ Success in obtaining government funding.

Education / Qualification

- ▶ Degree qualification in Business Management, Commerce, Accounting or related area.

Key Selection Criteria

- ▶ Knowledge of and commitment to the Catholic ethos of the College.
- ▶ Demonstrated knowledge, experience and success in financial management.
- ▶ Demonstrated understanding of contemporary leadership and school improvement that is innovative and shows commitment to capacity building.
- ▶ Ability to lead and manage the core teams of Finance, IT and Facilities.
- ▶ Capacity to lead and manage physical master planning projects.

General requirements for non- teaching staff

- ▶ Current Employee Working With Children Check or ability to attain.
- ▶ National Police Check current to within two (2) years or ability to attain.
- ▶ Understanding of and commitment to legal and moral obligations relating to child safety.
- ▶ Anaphylaxis training – 22300VIC accreditation OR to have successfully completed the ASCIA e-training for Victorian Schools with verification of practical application completed within 30 days, to be fully compliant.

- ▶ Completion of DET mandatory reporting e-learning module (non-government schools).
- ▶ Commitment to personal professional growth.

School wide accountabilities for all staff

- ▶ Proactively demonstrate Avila College values of inspiration, relationships, achievement, faith and community in daily work and interactions with students and colleagues.
- ▶ Appreciate and encourage differences, valuing people for their skills, competencies, and contribution to Avila College's continuing success.
- ▶ Demonstrate duty of care to students in relation to their physical and mental wellbeing.
- ▶ Contribute to a healthy and safe work environment for self and others and comply with all safe work policies and procedures.
- ▶ Maintain excellent communication and relationships with students and other staff.
- ▶ Attend all relevant school meetings and College events including assemblies, Mass, community and faith days as well as professional learning opportunities.
- ▶ Participate in duty supervision as rostered and other supervision duties when required.
- ▶ Understand and comply with the standards of professional practice as articulated by the Victorian Institute of Teaching (VIT), Australian Institute of Teaching and School Leadership (AITSL) and the Catholic Education Commission of Victoria (CECV).
- ▶ Demonstrate and ensure compliance with VIT Registration Requirements; Code of Conduct and Ethics and Avila College's policies and procedures including the College's Child Safety Code of Conduct and Child Safety Policy.
- ▶ Adhere to the College's professional dress code.

People and Culture

- ▶ For further information regarding this position, please contact People and Culture on 9831 9636
hr@avilacollege.vic.edu.au



MISSION STATEMENT

We offer Avila girls the best Catholic education and inspire successful futures.
We give our students options and opportunities to explore and understand what a great future looks like and what it takes to get there.
We teach, guide and support our girls to achieve that vision for themselves.
We challenge them to always strive to be their best...both today while they're students and tomorrow, long after they have left the college.

VISION STATEMENT

We inspire our girls today to become successful women tomorrow.

CHILD SAFETY COMMITMENT

Avila College has a zero-tolerance policy for child abuse and is committed to promoting child safety, children's wellbeing and protecting children from abuse. Ministerial Order 1359 requires Avila College to implement child safety standards and to accommodate and take the needs of all children (including but not limited to: Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities and children who are vulnerable) into account when creating a child safe environment.