

Business Manager

Salary Range: \$130K+

East Preston Islamic College (EPIC) is a K-12, independent, co-educational school that fosters an Islamic community dedicated to nurturing extraordinary learners with a passion for serving others. Our College is committed to supporting staff expertise and professional development, providing numerous leadership opportunities within a vibrant and inclusive community.

We are seeking an experienced and qualified professional to join our Executive Team as the **Business Manager** to lead and support the College's strategic objectives. As a key member you will have the opportunity to shape the College's future, ensuring that EPIC remains financially robust, operationally efficient, and fully compliant.

About the Role

Reporting to the Principal and collaborating closely with the Executive Team, the Business Manager will be responsible for overseeing the business operations of the College, including:

- Financial Management
- Procurement
- Office Administration
- Site Infrastructure
- Marketing
- Governance and Compliance
- Risk Management

What We're Looking For

We welcome applications from professionals who are committed to our mission and have:

- A Bachelor's degree or postgraduate qualification in Accounting, Commerce, or Business Management
- Proven financial acumen, budgetary experience, and strong business literacy
- Preferably with experience in the education sector
- An understanding of Board Governance and the role of directors
- High-level leadership, organizational, and people management skills
- Exceptional communication and interpersonal abilities
- A commitment to participating in and supporting the College's Islamic ethos

Why Join EPIC?

Working at EPIC offers a unique opportunity to make a tangible impact within a supportive and purpose-driven educational setting. Candidates from all backgrounds who are supportive of the College's ethos, values and community are welcome. We are a supportive and community-oriented environment, with opportunities for professional growth, salary sacrifice options, on site parking, additional personal leave and other benefits available.

EPIC adheres to a Child Safe Policy and Code of Conduct, available on our website, to ensure a safe environment for all students. Applicants are also encouraged to review

our staff dress code on our website. If you're ready to make a difference within a vibrant educational community and contribute to a College with a mission of empowering students, we encourage you to apply.

Applications Close: Midnight, 27th November 2024

To apply, please submit a cover letter, current curriculum vitae, any relevant supporting documents, and the names and contact details of three referees to: employment@epic.vic.edu.au.

Position Description – Business Manager

East Preston Islamic College (EPIC) is a K-12, independent, co-educational school that fosters an Islamic community dedicated to developing extraordinary learners who are passionate about serving others. EPIC places a strong emphasis on staff expertise, professional development, and leadership opportunities within a vibrant and supportive community.

Position Overview: Reporting to the Principal and Board of Directors, the Business Manager is a key Senior Executive position responsible for the efficient, ethical, and strategic management of the College's business operations. This role spans financial administration, compliance, property management, IT, and strategic planning, providing essential support to the Principal in executing EPIC's mission and objectives.

Key Responsibilities

1. Financial and Administrative Management

- Lead and oversee the College's financial functions, including budgeting, forecasting, monthly reporting, oversee contracts and debt management.
- Prepare the Annual Budget and Annual Report in consultation with the Principal and advise on tuition fee levels and oversee enrolments
- Ensure efficient and compliant operations across Payroll, HR, Finance, Administration, IT and Maintenance.
- Coordinate the completion of state and federal census and financial returns as required and assist with researching for grants available for school through federal and state funding projects.
- Maintain the financial records of the College, as required by the Constitution and the Australian Securities and Investments Commission (ASIC), in accordance with

established accounting and audit standards and requirements and prepare/assist with yearly audit.

2. Leadership and Staff Management

- Provide leadership for non-teaching staff, supporting the College's educational goals.
- Direct and manage administrative and support staff across Admin, Finance, HR, IT, Grounds/Maintenance, Transport, and Canteen services.

3. Compliance and Risk Management

- Develop and implement risk management strategies to minimize potential risks.
- Manage insurance arrangements and oversee the administration of claims.
- Ensure adherence to OH&S standards, including Workers' Compensation and Return to Work programs, and establish necessary committees (e.g., OH&S Committee).
- Oversee staff compliance with legislative requirements, including Working With Children Checks (WWCC) and Child Safety Standards.
- Oversee the OH&S, Workers Compensation and Return to Work Program for the College and its employees and maintenance procedures to provide a safe and healthy environment for staff and students. Establish OH&S committee and other committees as required.

4. Property and Asset Management

- Supervise the maintenance of College assets and oversee property and facility management.
- Manage minor capital works and collaborate with the Principal, project managers, and architects on major developments and renovations.

5. Strategic Planning and Business Development

- Collaborate with the Principal and Board on strategic planning, including long-term financial projections, infrastructure planning, and enrolment forecasting.
- Provide insights and professional advice on future business development, aligning with the College's strategic goals.

Key Skills and Qualifications

- Bachelor's or postgraduate qualification in Accounting, Commerce, or Business Management.
- Strong business acumen with proven experience in financial management and strategic planning preferably within the education sector
- Demonstrated leadership and organizational skills, with a focus on staff and stakeholder engagement and proven record of staff management
- Excellent communication and interpersonal abilities.
- Experience with compliance, risk management, and governance, ideally within the education sector.
- Commitment to supporting the Islamic ethos and values of EPIC.

Additional Responsibilities

The broad scope of this role means the Business Manager may take on additional projects and tasks as needed to support the evolving needs of the College. This flexibility is critical to meet deadlines and deliver favourable outcomes for EPIC.