

Sathya Sai Primary School, Murwillumbah

“End of Education is Character”

Business Manager/Bursar

Position Summary

Sathya Sai Primary School is seeking to appoint a Business Manager/Bursar to manage, to advise and oversee the financial, administrative and human resource functions of the School. This is a strategic and managerial position and the holder of this post is expected to play a key role in the continued progress and growth of the School. The post holder will report to the School Principal and the Director of Finance.

Duties and Responsibilities

1. Responsible for maintaining existing administrative, finance and other systems and procedures provided for in the Operations Manual of the School.
2. Perform the prompt and accurate processing of accounting transactions, consistent with the financial operations of the School.
3. Provide information on administration, resources and financial matters and resolve related issues as they arise and adapt responses as required.
4. Maintain effective control of all areas of the School budget by regularly monitoring projections with actual performance and advise School Principal and the Finance Director of any potential deficit or other finance related issues, their implications and make recommendations to Finance Director on possible solutions.
5. Prepare the annual budget of the School and forecasts in conjunction with the School Principal based on the guidelines provided by the Finance Director.
6. Prepare and forward reports as requested by Finance Director via School Principal.
7. Prepare end of year financial statements required for the annual audit and coordinate all necessary activities relating to the annual external audit with the Auditor.
8. Take responsibility for arrangements for School facilities, including facilities for out of school activities and excursions.
9. Ensure Assets Register and other manual records are updated regularly.
10. Manage all petty cash floats by ensuring that all petty cash transactions are processed efficiently.
11. Take responsibility for receipt of monies and ensure the money is kept secure and banked promptly.
12. Provide all necessary reports and information as required by financial Institutions, Education Department, Association of Independent Schools (AIS), Block Grants Authority and other institutions.
13. Ensure that the School obtains a comprehensive insurance cover annually.
14. Monitor bank accounts on daily basis and invest surplus funds in interest bearing accounts.

RELEASE 318 -Attachment

15. Prepare annual and life membership updates and send it to the Secretary, Sathya Sai School NSW Inc., fortnightly.
16. Provide reports and attend meetings of Management Committee, Finance & Planning Committee, IT and Resources Committee and if required other committee meetings both internal and external.
17. Supervise work carried out by Accounts Officer.
18. Ensure payroll is prepared on due dates and funds allocated.
19. Assist in organising meetings and workshops of Institute of Sathya Sai Education Australia or the Governing body of the School.
20. Ensure that the IT system is adequately secured, including setting up of new users, issuing passwords and virus protection.
21. Take an overview of premises management at the School in conjunction with the School Principal, requisition of repairs, obtaining quotations and coordinating with contractors.
22. Attend workshops and training programs if and when requested.
23. To undertake such other duties as may be required by the Principal or a member of the Governing Body.

Applicants must provide:

- ◆ A full current curriculum vitae
- ◆ Two signed references from two independent referees.
- ◆ The contact details of the referees for the selection panel to obtain verbal references
- ◆ Response to the selection criteria listed below.

Selection Criteria

1. Completion of a relevant degree, diploma or an equivalent professional qualification with subsequent relevant experience in accounting and administration.
2. Experience in MYOB accounting software
3. Ability to plan and organise self and others to ensure the timely completion of tasks.
4. Ability with regard to computer skills, including MS Word, Excel and Power Point.
5. Knowledge of developing and monitoring budgets and forecasts.
6. A positive commitment to the ethos of the School.

'The person appointed need to obtain clearance from appropriate State authorities to work with children.

Salary: Negotiable

Closing Date for receiving applications: 26th February, 2010

For further information, please contact: Channa Seneviratne, Director of Finance on 0409 999 436, (03) 9560 9509 or email Channa.seneviratne@gmail.com

Applications to be forwarded to Channa Seneviratne by email channa.seneviratne@gmail.com or by post to:

Channa Seneviratne
32 Brandon Park Drive,
Wheelers Hill Vic 3150