

# Executive Director of Corporate Services

Position reports to	Principal
Direct reports	Corporate Services Staff
Classification	Executive
FTE	1.0 FTE
Duration	5 years

## Purpose

The Executive Director of Corporate Services is accountable for the effective leadership of non-teaching staff and other personnel reporting to them, development, implementation and on-going maintenance of the Southern Cross Grammar Business Plan and Strategic Plan as well as effective strategic and management accounting and budgeting within the School.

As a member of the School's Executive, the incumbent will be required to oversee the management of the School's financial resources and the development of appropriate strategies and actions to optimise the provision and use of funds consistent with the School objectives, plans and policies. Key direction should be taken from the Southern Cross Grammar Business Plan and Strategic Plan. Additionally, it is expected that the Executive Director of Corporate Services will be proactive in seeking opportunities to improve the financial outcomes for Southern Cross Grammar.

## Key Aspects of the Role

### Freedom to Act

The Executive Director of Corporate Services is responsible for the School's financial resources and is required to exercise judgement in developing an appropriate and effective corporate plan. Scope is also given to be pro-active in seeking financial opportunities outside of the School.

Major Areas:

1. Financial
2. Corporate
3. Property and Services
4. Staffing
5. Other Duties

## Responsibilities

### Key Responsibilities

- Provide strategic advice to the Board of Directors, and Principal in relation to all business matters
- Co-ordinate the preparation of regular financial performance reports to the Principal and Board including a statement of financial performance, a statement of financial position and a cash flow statement
- Manage and monitor the School's assets in accordance with the School policy and planning in conjunction with the Head of Facilities
- Ensure all necessary and appropriate annual census returns and other statutory reports are issued in a timely manner in conjunction with the School Registrar



- Co-ordinate the preparation of both long-term financial forecasts and annual recurrent budgets, ensuring that the annual budgets and plans are broken down by appropriate segments so that all relevant members of the School staff have clear objectives and unambiguous financial controls
- Arrange, monitor and control recurrent expenditure and capital expenditure, subject to the directions of the Principal, Board and budget constraints
- Ensure that the financial management information systems present a clear and up-to-date picture of all financial activities and variations from budget; that they are produced promptly and accurately; and that relevant people know how to use them
- Establish and maintain appropriate controls of expenditure on capital projects, which includes overseeing contracts and projects currently underway or to be undertaken
- Manage the information technology/systems of the School in conjunction with the Information Technology Operations Manager, including the resolution of software queries and the development of other school management software
- Oversee cash flow activities including billing and collection of fees, debtors and government financial assistance in conjunction with the Finance Coordinator
- Oversee the annual audit and the preparation of financial statements in conjunction with the external auditors
- Oversee the banking arrangements in conjunction with the Bank
- Oversee the payroll with the external payroll contractors
- Manage outside contractors providing various services such as catering, cleaning, security and painting in conjunction with the Head of Facilities
- Oversee all insurances, ensuring that the school is adequately covered and that policies are regularly reviewed and maintained up-to-date in conjunction with brokers and the Director Risk & Compliance
- Support the marketing and communications strategies of the School in conjunction with the Principal and the Head of Marketing
- Support the compliance and risk management strategies of the School in conjunction with the Principal, Executive Director People & Culture and the Director Risk & Compliance
- Ensure there is a system of internal controls that mitigate the risk of fraud or corrupt conduct, and the misappropriation of the School's assets
- Support the Executive Director People & Culture in relation to industrial relations policy in conjunction with the Principal and the ISV where appropriate
- Manage the OH&S requirements in conjunction with the other members of the committee and the maintenance staff
- Develop written policies and procedures, in conjunction with the Principal, for all Business tasks, including, the billing procedure, management of debtors, and delegations of authority in conjunction with the Finance Officer.

## Specific Duties and Responsibilities

### Area 1 - Financial

- Ensure that financial services are provided effectively and efficiently to all areas of Southern Cross Grammar and that the financial performance of the School is monitored against actual budgets
- Manage the preparation of financial submissions and budgets for the School to optimise funding availability and allocation in line with the School's directions and needs
- Prepare and control budgets, rolling five-year plans and cash flow forecasts
- Control expenditure
- Monitor debtors (principally tuition fees)
- Oversee payment of staff salaries, taxation, superannuation and associated charges
- Oversee payment of executive salaries and allowances
- Provide corporate policy and strategic advice to the Principal, School Board and its committees, and to other senior staff to ensure that the School is in a position to address existing and future needs of the community and its clients
- Liaise with the School's bank, auditors, Combined Superannuation Fund and other bodies within a financial context
- Liaise with the Governance and Finance committees of the School Board in all matters related to financial governance.

### Area 2 – Corporate

- Prepare claims and returns required by the Federal and State Governments
- Provide all relevant reports to the School Board
- Prepare all statutory reports including AIS, DEEWR, DHS and Census
- Respond to all risk management issues for the School.

### Area 3 – Property Services

- Manage the buying and selling of property for the School and manage its rented and leased properties
- In liaison with the Building Committee, oversee and develop work schedules, invite tenders and arrange contracts for major repairs and new equipment, and participate actively in the design and construction of new buildings and improvements
- In liaison with the Building Committee, manage the planning, construction and refurbishment of buildings and associated facilities including contact with architects, builders and local authorities
- Establish and lead committees, working parties and project teams in the design and development of strategies that may resolve operational problems affecting the delivery of corporate services within the School.



#### **Area 4 - Staffing**

- Direct management of accounts, property, grounds and services staff
- Provide a range of human resource management functions within the Corporate Services Department including performance appraisal, recruitment, identification of professional development and career management for all staff who report directly to the Director of Corporate Services.

#### **Area 5 – Other Duties**

- Undertake the role of Company Secretary for the school
- Oversee Workcover claims
- Perform the role of Occupational Health and Safety Manager for the School
- Participate in and contribute to the development of the administration computer facilities
- Other involvement arising from time to time with students, parents, past students and other members of the School community.

## Key Working Relationships

### Internal

- Principal
- Executive Team
- Senior Leadership Team (Corporate Services)
- Corporate Services Team
- Teaching and General Staff

### External

- Industry Associations
- ISV
- Government Agencies

## Work Health and Safety

Staff are required to:

- take reasonable care for their own health and safety and that of other staff who may be affected by their conduct
- demonstrate an awareness of Work Health and Safety issues, and have a working knowledge of the school's health and safety policies and procedures
- participate in Work Health and Safety related training
- promote a safe working environment by raising work health and safety concerns in a timely manner and reporting any notifiable incident or health and safety matters to the Principal, or member of the OHS committee.

## Child Safety

Southern Cross Grammar is committed to creating and maintaining a child safe environment in which students feel safe and are safe.

All staff are required to:

- provide students with a child safe environment
- proactively monitor and support student wellbeing
- have a working knowledge and understanding of the School's Child Safe Policies and Code of Conduct, and any other policies and procedures relating to child safety
- undertake training to maintain compliance with all child safety legislation, standards and regulations.

## Key Capabilities

- Knowledge of, and experience in, financial planning and management (including budget preparation and management), accounting and administrative services, customer services, contract management, property and utilities management, insurance and risk management, compliance, personnel and payroll services
- Understanding, or the ability to acquire the understanding, of the funding arrangements and reporting obligations surrounding the education sector, including NCCD
- Ability to work in a collaborative environment as a member of the executive team and corporate services senior leadership team
- Exceptional interpersonal, communication and influencing negotiation skills, with demonstrated ability to build rapport, provide guidance and assistance, interact effectively at all levels of the School, and develop and maintain internal and external relationships and networks
- High emotional intelligence with demonstrated ability to build authentic, collaborative, mutually beneficial and productive relationships with teaching and support staff
- High level conceptual and analytical skills, as applied to research, complex problem solving, resolution and the capacity to translate strategic thinking into practical activities and solutions
- Experience in management of electronic payroll systems and human resource systems
- Highly developed written skills and ability to present information in a logical and clear manner
- Participates as a collaborative team member and operates effectively in a collaborative team environment
- Knowledge and understanding of Child Safety standards, policies and procedures.

## Conditions of Employment

- Tertiary qualifications in Accounting, Business or Commerce related field (CPA highly regarded)
- Current Working with Children Check
- Salary packaging benefits, professional learning opportunities



- Employer superannuation contributions as prescribed under the Superannuation Guarantee legislation
- Current Level 2 First Aid, CPR, Asthma and Anaphylaxis Certificates or willingness to undertake upon employment
- Southern Cross Grammar is an equal opportunity employer.