

ROLE DESCRIPTION: HEAD OF BUSINESS OPERATIONS

PURPOSE OF POSITION

The Head of Business Operations is responsible for leading the operational functions of Finance, Facilities, Uniform Shop and Reception.

ORGANISATIONAL RELATIONSHIPS

This role reports directly to the Chief Operating Officer. The Finance Manager, Facilities Manager, Uniform Shop Manager and Reception staff report to the Head of Business Operations.

KNOWLEDGE, SKILLS, EXPERIENCE AND PERSONAL CHARACTERISTICS

- Relevant tertiary qualification, membership of a professional associations (CPA/ICA/CGMA).
- Strong career (and qualifications) in finance and accounting with a minimum 7 years at a senior level (i.e. Financial Controller).
- Demonstrates a strong working knowledge of all aspects of financial operations, statutory requirements and compliance obligations.
- Ideally a working knowledge of facilities management.
- Ability to develop and enhance procurement strategies and processes.
- Well-developed analytical skills.
- Highly organised with excellent attention to detail and demonstrates strong written and verbal communication skills.
- Ability to meet deadlines, prioritise tasks and achieve results in a timely manner.
- Team player who is able to work under limited supervision and capable of self-direction who is able to actively manage both staff and processes.
- High level of competency in the use of IT systems.
- High degree of confidentiality and professional judgement is essential to this role.
- Ability to deal with a wide range of stakeholders often regarding difficult or contentious issues.
- Ability to provide appropriate support, advice and reporting to the Principal, Chief Operating Officer, Leadership Team and other stakeholders.

KEY RESPONSIBILITIES

- Operational leadership of the school business and financial operations ensuring continuous improvement and development.
- Provide support, assistance and advice, as requested, to the Chief Operating Officer.
- Provide financial analysis of the school's operations and ensuring that the school meets all of its business and financial statutory requirements and reporting.
- Management of an effective process of budget development, approval and implementation and periodic short/medium/long-term financial forecasting.
- Management of the school's cash, investments and cash-flows.
- Responsibility for preparing financial benchmark, compliance and risk reports, with supporting documents for review by the Chief Operating Officer.
- Oversee the business and financial operations of the Uniform Shop.
- Oversee the performance of property service contractors including facilities management, cleaning, catering and security.
- Ensure all property services are adequately and effectively managed.
- Establish strong internal controls across all areas of responsibility.

ALL EMPLOYEES

- Promotion of a positive safety culture in the school and compliance with the school's WHS policy, safe work procedures, instructions and rules, particularly in the correct use of equipment
- All employees at Loreto Normanhurst are expected to actively support the Catholic ethos of the school. This includes a commitment to the school's mission statement and Loreto values.

February 2019

