

Melton Christian College

Position Description: Office and System Manager

Appointed by: Principal

Reports to: Business Manager and Principal

Date of this document: Dec 2021



Purpose of the Role: Under the direction of and reporting to the Business Manager, the Office Manager is responsible for the day to day administrative operations. The position links closely to that of the Accountant, whose primary responsibility is in managing the corresponding accounting and prudential matters of school administration. Strong personal, professional and ethical values and a commitment to the Christian faith, as articulated within the College ethos are inherent requirements.

Responsibilities include:

- Managing the clerical and operational aspects of the Administration office
- Managing the functions and procedures of the College Administrative and Accounting system

Supervisory Responsibilities:

- Overall responsibility is to ensure the smooth running of the office
- Assign and regulate staff in financial, reception and clerical functions
- Maintain staff rosters and task allocation
- Ensures that each staff member is not overloaded or under-utilised
- Evaluate and manage the performance of each employee in administration
- Allocate resources to enable task performance
- Organize orientation and training of new staff members

Financial:

- In conjunction with the Accountant, co-ordinate the financial operation of the College, under the direction of the Business Manager
- Manage the General Ledger, Accounts Payable and, as required, other modules and portals operations of the College Administrative and Accounting system
- Liaise with system providers and College IT staff in maintaining new and existing functions in the Admin system
- Ensure the College's creditors are paid in a timely and efficient fashion
- Oversee operations in the Accounts Payable section of the Financial Administration
- Carry out Bank reconciliation for all accounts for College, which includes Church and Management Centre

Office Records:

- Maintain filing systems and ensure these systems are up to date
- Co-ordinate procedures for maintaining records including archiving
- Ensure security and confidentiality of data

Other Responsibilities:

- Ensure adequate supply of stationery and equipment
- Handle customer complaints and inquiries
- Manage internal staff relations
- Assist the Business Manager in ensuring all physical resources are maintained, serviced and

utilized in accordance with College procedures

- As required, maintain liaison with external college providers, such as After School Hours care, cleaners, bus services, canteen providers etc
- Implement and facilitate the achievement of outcomes in accordance with Melton Christian College's management practices including financial/human resource delegations and Occupational Safety and Health and Equal Opportunity
- Perform such other duties and activities as directed by the Business Manager.

Key Performance Indicators

- Advice and information given is accurate and timely
- Financial and staff management processes are managed in accurate and timely fashion
- Financial, human resource, Occupational Health and Safety and Equal Opportunity obligations under legislation and regulation are complied with
- Accounts payable and inventory processes are managed in an accurate and timely manner
- Financial controls are in place and are adequate
- Document filing systems are well managed

Skills and Abilities Required

- Strong numeracy skills with an understanding of accrual accounting
- Proven experience in supervising administration staff within an organization
- Strong analytical and problem solving skills
- Advanced computing skills, including Accounting system modules, email, internet and MS Office (particularly Excel)
- Strong organizational skills and ability to balance multiple priorities and conflicting deadlines
- Demonstrated ability to operate as an effective team member
- Well developed communication, negotiation and interpersonal skills
- Strong personal, professional and ethical values and a commitment to the Christian faith as articulated within the College ethos

Desirable skills

- Accounting or Bookkeeping qualifications
- Knowledge of and ability to apply relevant legislation

Occupational Health and Safety

The Office and Systems Manager has delegated responsibility from the Principal (for their work station/office space, equipment and facilities associated with their role) to:

- Ensure that College Health and Safety Policy and procedures are deployed within the area of responsibility
- Ensure that safe operating procedures are developed and implemented which are appropriate for the hazards and risk profile of the activities of the class/classroom/workstation/office space
- Ensure that College safety systems are implemented and compliance is regularly audited and monitored (e.g. hazard reporting, hazardous materials storage and documentation, plant and equipment purchasing, audits etc.)
- Ensure that health and safety is a scheduled agenda item within any staff team meeting
- Ensure that all hazards which are observed, and any incidents which may occur to any person within his/her area of responsibility are reported, documented, investigated and corrective actions are implemented as identified for action
- Ensure that Health and Safety issues are identified, planned for and resources required to manage health and safety issues are included in budgets
- Support Management and Colleagues in performing their roles in relation to health and safety matters

- Ensure that regular workplace inspections and audits are carried out in accordance with College safety systems

Child Safe Culture

The Office and Systems Manager has delegated responsibility from the Principal to:

- Work towards embedding an organisational culture of child safety, including effective leadership in and beyond their work station/office space
- Be familiar with and promote familiarity with the College child safe policy
- Be familiar with and promote familiarity with the additional points that establish the College's expectations for appropriate behaviour with children
- Take part in screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel or volunteers
- Be familiar with and promote familiarity with processes for responding to and reporting suspected child abuse
- Always work to identify and reduce or remove risks of child abuse
- Always work towards appropriate participation and empowerment of children