Position Description

Position: Administration Manager

Reports to: Business Manager

Mission
Nagle College is a Catholic Community that welcomes, builds strong relationships, evangelises and prepares young people for life. All Members of the Nagle College community are encouraged to live out the College motto ‘Let Your Light Shine’.

Job Scope
The Administration Manager Position is an ongoing full time position located at Nagle College Bairnsdale.

The Administration Manager works closely alongside the Business Manager to provide management of the administrative activities of the College. This includes a broad scope of responsibility including human resource management, occupational health and safety (OH&S), reporting and general office and staff management responsibilities.

The scope of the role extends across four significant areas which are central to this role:

1. Human Resources/Payroll:
The Administration Manager manages the day-to-day human resource function and oversees and supervises the payroll function. This position also provides advice to management on human resource issues and developments. This position has responsibility for ensuring human resource and payroll practices are conducted in a professional, efficient, effective and consistent manner in accordance with College policy and the relevant workplace awards and agreements.

Some specific duties include:

- Provide day-to-day advice to management and staff on employment awards and agreements.
- Review all payroll payments for accuracy and ensure that staff leave is managed and accurate records are maintained.
- Prepare and submit government, salary packaging and Catholic Education Office returns relating to payroll.
- Prepare letters of appointment and all documentation required on commencement of employment for new staff.
• Attend and document Annual Review Meetings for all non-teaching staff to be held with the Business Manager.
• Administer and monitor any Workcover claims or return to work/rehabilitation cases which may occur.

2. Occupational Health and Safety:
The Administration Manager has an important role in assisting the organisation to meet its Occupational Health and Safety (OH&S) responsibilities by being the day-to-day management contact for OH&S matters.

Some specific duties include:
• Development of occupational health and safety systems, including policies, procedures and manuals.
• Promoting OH&S within the organisation and assisting the development of safer and healthier ways of working.
• Providing OH&S advice and support in identifying and managing health and safety issues and risks.
• Being a member of the OH&S committee and maintaining appropriate records.
• Assist in the supervision and the investigation of incidents and unsafe working conditions, study possible causes and recommend remedial action.

3. Reporting/Financial administration:
The Administration Manager assists the Business Manager to manage the reporting requirements of the College together with some of the day-to-day financial operations of the College. This position provides advice to the Business Manager and the College leadership regarding policies, practices and procedures to ensure they are maintained at a high professional standard and are reflective of current day practices and standards. This position assists the Business Manager with the responsibility of ensuring that finance and administrative staff adhere to policy and procedure and to implement change as required. This position also prepares a number of internal and external reports.

Some specific duties include:
• Assists with the supervision of the Accounts Receivable, Accounts Payable and Payroll functions.
• Assist with the annual accounts process and liaise with external auditors.
• Preparation of all returns required by Government authorities/legal requirements and the Catholic Education Office (CEO), including all school census material.
• Prepare information, perform reconciliations and prepare returns for GST, PAYG, bank accounts, control accounts and payroll as required by the College and legal/statutory requirements.

4. Office/Staff Management:
The Administration Manager, by delegation from the Business Manager has responsibility to oversee and manage the day-to-day administrative and finance operations of the College and related staff. These responsibilities include:
• Day-to-day management of finance and administration staff including finance, reception and student reception staff.
• Ensuring that financial/administration functions are provided in a timely and professional manner.
• Ensuring the accurate maintenance of data on school students, parents and administration.
• Ensuring that adequate staffing levels are maintained in administrative and non-teaching areas.

Other responsibilities/requirements:
Other responsibilities/requirements of the Administration Manager include:

• Review and make recommendations for appropriate Information Technology enhancements to further develop the School’s financial reporting information and systems.
• Review, make recommendations for and document operational policies and procedures to ensure ‘best practice’ financial and administrative principles are observed.
• Maintain strict confidentiality with all school business and personnel matters.
• Attend as required, school functions and events, as appropriate or as directed.
• Carry out all other duties as directed from time to time by the Business Manager or Principal.

Organisational Relationships:
The Administration Manager has a number of key internal and external relationships.

Reports to: Business Manager.

Supervises: Finance and administration staff by delegation from the Business Manager.

Internal liaisons: Principal, Leadership team, Occupational Health and Safety Committee, volunteers, other teaching and non-teaching staff.

External liaisons: Catholic Education Office, external auditors, WorkSafe, other Catholic schools within and outside the Diocese, suppliers and service providers, training agencies, superannuation funds, parents, government departments and agencies.
Skills & Competencies:
Possessing the following skills and competencies are critical to being a successful Administration Manager and therefore form the basis of our key selection criteria.

- A sensitivity and understanding of the Catholic ethos as it relates to the Church’s mission in education.
- University Qualifications (Business/Commerce Degree) would be an advantage.
- Proven experience in a role requiring comparable skills.
- Experience in managing the broad day-to-day financial operations of an organisation.
- A sound knowledge of legal requirement of providing a safe working environment and experience dealing with OH&S issues.
- Experience dealing with and providing advice on human resource issues, interpreting awards, and proven staff management experience.
- Well-developed interpersonal and conflict resolution skills which foster and support a collegial working environment and highly developed professional communication skills – written and verbal.
- Strong IT competencies and a proven track record managing change in the workplace, and an understanding of the role of technology in driving productivity improvements for all staff.