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**MOUNT ALBERT GRAMMAR SCHOOL**

**Job Description**

**Director of Business and Finance**

**Responsible to**: Headmaster

**Functional Relationships with:** Board of Trustees,Senior Leadership Team, Property Manager, Property Team, Human Resource Manager, Director of Sport, Communications Manager, Director of International Students, Teaching Staff, Non-Teaching staff, Ministry of Education, Contractual Partners, School Foundation, Parents

**Hours of Work:** Fulltime (52 weeks per year, excluding annual holidays)

**Staff reporting to you:** Finance Department staff

Payroll Officer

Receptionist

Archivists

**Key Tasks:**

**Financial management and reporting**

* Prepare timely, accurate monthly accounts for the Board of Trustees Finance Subcomittee, including a summary report for the monthly Board meeting of the school’s financial performance. This report must be available prior to Board meetings, at least two workings day before the meeting (4th Wednesday/month).
* Monitor the budget against the day to day performance of the school, and take appropriate action to ensure that departments remain within their approved budgets, and that areas that have exceeded their allocated budgets are carefully monitored and appropriate action taken.
* Present accurate annual statutory accounts as per audit and Ministry of Education requirements, before the due date, and to ensure that such accounts have been reviewed and approved by the school’s Finance Committee before their presentation to the Ministry or the auditors.
* Prepare accurate annual budget for Board of Trustees, in consultation with the Finance Committee. To ensure that this budget is tabled for approval by the final meeting of the Board for the year, and to ensure that the draft budget has been approved by the Finance Committee before tabling.
* Meet all audit requirements of the Ministry of Education, and ensure that all recommendations from the audit are actioned in a timely way.
* Prepare all other financial reports, accurately, as required by the Headmaster and Board of Trustees, as and when required.
* Assist with preparation of the School’s Stragic plan, including all financial aspects, and in conjunction with the Senior Leadership Team monitor the implementation of the plan, and to report on its implementation to the Board and Headmaster.
* Approve all EOTC and sport budgets for trips and co-curricular activities, prior to commencement of the trips/activities. Work with the finance team and Teacher in Charge of the activity to ensure all costs are collected in a timely manner.
* To oversee the administration of the Novopay system in relation to all teaching and non-teaching staff at Mount Albert Grammar School.
* To ensure that payments made to staff by Novopay, are in accordance with the staff member’s contractual and statutory entitlements from time to time.

**Specific Financial Management**

* Oversee authorisation and payment of all accounts, including all invoices that are received by the school, by ensuring that invoices are legitimate and that payment is authorized by the Budget holder or the Headmaster or the Finance Subcommittee.
* Ensure that payments are only made where there is approval by the Headmaster or the Finance subcommittee, or the payment is otherwise permitted by the Budget approved by the Board.
* Provide financial oversight of School House, the School Farm and the International department
* Monitor the recording and inventories of all fixed assets.
* Prepare or approve invoices for all monies owed to the School.
* Preparation and processing of month end journals

**Capital Property Management**

* Strategic input into all major capital expenditure projects, including being the main school liaison with the Ministry of Education and project management team,
* Monitor and report on progress of capital property management in conjunction with the schools property team
* Assisting the Board with any project management that is required from time to time. This may include working with project managers and supervising various contractors and providing reports to the Headmaster on the progress of such work and any complications.

**Commercial contracts and tenders**

* Oversee (and approve, in consultation with the Headmaster) all commercial arrangements and contracts that are entered in to by the school. This includes contracts relating to the tuck shop, uniform shop, school house catering, property maintenance, cleaning, photocopying etc.
* To negotiate contracts/commercial agreements (in consultation with the Headmaster) on the best possible terms for the school. To ensure that the school complies with the terms of such contracts. To renegotiate the renewals of such contracts. All contracts must be approved by the Headmaster before they can be approved or confirmed or renewed.
* To oversee tendering processes for contracts with the school, and ensure that such processes are held transparently, and efficiently, and complies with MOE guidelines.

**Leadership and staff management**

* To provide leadership and support to the Finance Department staff and all non-teaching staff, including overseeing appraisal and personnel management

**Investments and grants**

* Ensure appropriate investment of surplus funds in consultation with the school’s accountant and Finance Committee, and to provide monthly updates to the Board.
* Ensure that full advantage is taken of all available government (and other available) funding, and that the school applies for available funding sources, and investigates the existence of such funding on a regular basis.
* Maximise revenue from non-Government funding, and to work with the Finance Committee or other designated staff to source this funding, and to provide regular reports to the Headmaster on such efforts.

**Miscellaneous**

* + - Attend weekly meetings with the Headmaster
    - Attend monthly Board of Trustees Finance Sub-Committee meetings
    - Maintain appropriate insurance for school property and contents
    - Prepare financial statements for the Albertians and the Mount Albert Grammar School Foundation when requested. Complete year end accounts and ensure Mount Albert Grammar School Foundation accounts are audited in a timely manner
    - Maintain up-to-date knowledge on relevant employment, financial and Government laws and amendments
    - Prepare all relevant Inland Revenue returns

**Other duties reasonably required**

* Such other duties as are reasonably required by the Headmaster or the Board from time to time