

## 2026 Business Manager JOB DESCRIPTION

Name:	
Regular coordination and reporting to:	Tumuaki   Principal
Line Manager:	Tumuaki   Principal
Department:	Finance
Weeks and Hours:	Salaried, permanent, full time

### Position Purpose:

To provide high quality support to the Principal, the Board, and its sub-committees on Financial, Property, Business opportunities and Human Resources. To uphold the school's values in each of the performed roles, as the role requires being the 'professional face of the College'.

To be an active member of the Senior Leadership team, wider Administration, and Property Teams that provide high quality support to meet the ever-changing needs of the school. This includes any duty the Employer may reasonably require the Employee to perform, to ensure that the school operates efficiently, effectively, and smoothly.

This job description provides a guideline of responsibilities and expectations (outlined below), and must be referred to alongside the following:

1. The terms and conditions are outlined in the *Support Staff in Schools' Collective Agreement*.
2. A commitment to the values of Tauranga Girls' College:
 

**Vision:** "empowering learners to make a positive impact."

**Mission Statement:** To create a safe, stimulating and exciting learning environment that allows each student to develop their academic, cultural and sporting potential.

**Values:**

  - Manaakitanga
  - Mahi Tahi
  - Mana Motuhake
3. Tauranga Girls' College policies, procedures and handbooks, including a commitment to:
  - Professional development, training and adoption of new technology
  - School Health and Safety practices
  - Engaging in a professional manner with visitors, whanau, staff and students
  - An acceptable standard of attire is worn at all times
  - Participating in appraisal processes
  - Partnership to the Treaty of Waitangi

Key Responsibilities and Tasks	Outcomes
<b>Principal Support</b>	
<ul style="list-style-type: none"> <li>• Provide support to the Principal as and when required on both an operational and strategic level.</li> <li>• Regular meetings/catch-up calls to discuss workflow tasks.</li> <li>• Recommendations to the Principal for change to aid efficiency in processes.</li> </ul>	<ul style="list-style-type: none"> <li>• Creation of productive/free time for the Principal.</li> <li>• The Principal is well supported in their role.</li> <li>• Information to and from the Principal in a timely manner for meeting efficiency, strategic, and leadership decisions.</li> <li>• The school meets its legal obligations.</li> </ul>
<b>Human Resources</b>	
<ul style="list-style-type: none"> <li>• Keep up to date with employment law, including employment agreements, e.g STCA</li> <li>• Interview &amp; shortlist for new support staff roles</li> <li>• Negotiate contracts</li> <li>• Create job descriptions</li> <li>• Support the Principals' PA with letters of appointment and employment agreements</li> <li>• Complete and file the appropriate employee documents</li> <li>• Induction Programme</li> <li>• Develop HR policy</li> <li>• Health and Safety knowledge and application</li> <li>• Enrolment compliance, MoE requirements</li> <li>• Privacy officer</li> <li>• Sustainability focus</li> <li>• Back up for Payroll</li> </ul>	<ul style="list-style-type: none"> <li>• Employment law compliance.</li> <li>• Relevant Collective Agreements are known and applied</li> <li>• Works alongside the Principal PA to support critical employment and administration matters</li> <li>• EEO aligned to HR policy</li> <li>• Privacy breaches handled according to law and School Board policy</li> <li>• Back up the Payroll Administrator if required</li> </ul>
<b>Administration Team Leadership</b>	
<ul style="list-style-type: none"> <li>• Weekly workflow meeting with the administration team.</li> <li>• Training and support as required.</li> <li>• Creating communication standards and managing communication styles internally and externally.</li> <li>• Team welfare checks</li> <li>• Manage and review performance – annually</li> <li>• Manage support staff leave requests – 3 or more days share with Principals subcommittee with your recommendation</li> <li>• Manage professional development of administration staff including ToD</li> </ul>	<ul style="list-style-type: none"> <li>• Engaged, efficient team.</li> <li>• Administration services are provided to a high quality and reflect the changing needs of the school to support teaching and learning.</li> </ul>

## Finance

### Accounts payable oversight – Expenses (Includes International Department)

- Support and back up the Financial Assistant in this role.
- Authorise and check invoices through Approval Max to ensure correctly coded and compliant with GST and withholding tax requirements.

### Accounts receivable oversight – Revenue (Includes International Department)

- Support and back up the Financial Assistant in this role.
- Ensure charges comply with the donations scheme.
- Follow up on non-payment of fees.

### Funding Applications – Revenue

- Supports funding and grant applications.
- Actively seek out ways to increase school revenue.

### Cashflow Management

- Advise and monitor daily, weekly, and monthly cash flow requirements.
- Transfer funds to ensure the best interest rates.

### General Ledger

- Calculate month-end accruals.
- Journal entries.

### Payroll

- Review the fortnightly payroll draft and final
- SUE report, check and identify variances for Principal and Board Finance Chair approval

### Tax Compliance

- Completes withholding tax and PAYE returns with IRD.
- Completes GST returns.

### Monthly Financial Reporting

- Prepare and present month-end reports for the Board finance committee.
- Prepare curriculum budget reports for the Principal.
- Produce and provide reports to Budget holders.

- Creditors are paid on time
- Expenses are correctly coded and analysed for reporting
- Authorisation systems are compliant with Board designations.
- Systems are in place to ensure accurate receipting and handling of inwards funds into the school
- Compliance with the donations scheme.
- Bad debts minimised.
- Ensures grant funding and accountability reports are completed and timely.
- Fundraising opportunities maximised.
- Funds are managed to best benefit the school.
- Accurate management of the general ledger
- Payroll is paid on time and accurately.
- Compliance with legal and audit requirements
- Compliance with all tax requirements
- Payments are made on time to avoid penalties.
- The school operates within budget
- Reports to the Finance Committee no later than 3 days before the Board meeting
- Reports to the Principal ahead of Board Meetings
- Reports to budget holders monthly

### **Budgets**

- Preparation of an annual budget alongside the Principal.
- Future-focused budgets and expenditure forecasts.
- Manage tagged funding.

### **Annual Financial Report**

- Prepare the school's end-of-year annual report.
- Assist auditors with any requests.
- Follow up on auditors' recommendations.

### **Projects**

- Assist and provide financial advice on proposals and projects relevant to the strategic and operational goals of the school, when required.

### **Financial Control Systems**

- Develop and update finance policies.

### **Insurance**

- Liaise with insurance providers and provide information to the finance committee re insurance cover to ensure appropriate cover.
- Process any claims.

### **Contracts**

- Manage external contracts
- Manage the process for new contracts.

- A draft budget is ready to present to the School Board in November.
- Budget systems are fair, transparent and efficient
- Budgets align with the strategic intentions of the school

- The annual reports are accurate and meet audit timelines
- Minimal audit management reporting

- Reliable financial advice is provided

- Financial control systems are robust, compliant and innovative

- Appropriate insurance cover is maintained at all times

- Contracts are reviewed and appraised
- Tendering for new contracts is managed and done within the School Board policy guidelines
- Contract negotiations are transparent and get the best outcome for the school
- Keeps an accurate timeline of upcoming and review current contracts.

## **Property**

- Oversee the Property Manager. Manage and review the performance of the Property Manager
- Support the School Property Manager to lead the 5YA building project, including compliance and property management liaison.
- Support the School Property Manager to lead, maintain and update a clear 5-year cyclical maintenance plan which is then approved by the School Board.

- Good liaison with the property manager
- A detailed 5-year maintenance plan is set and approved by the Board, which is reviewed annually.

<ul style="list-style-type: none"> <li>• Liaise with MoE to ensure procurement MOE guidelines are met, and project finances are managed.</li> <li>• Meet with the Property Manager regularly to discuss property maintenance and workflow.</li> <li>• Meet with the Property Manager monthly to discuss the budget report.</li> </ul>	<ul style="list-style-type: none"> <li>• Compliance with MOE requirements</li> <li>• All school buildings, plant, and equipment are maintained to a high standard</li> <li>• Property costs are managed efficiently</li> </ul>
<b>Board</b>	
<ul style="list-style-type: none"> <li>• Attend School Board meetings as required</li> <li>• Finance and property reports provided for board meetings.</li> <li>• Act as the school liaison for the returning officer for student School Board elections and provide information regarding the parent election process</li> </ul>	<ul style="list-style-type: none"> <li>• The School Board is well informed in areas of Finance and Property</li> <li>• Elections are compliant</li> </ul>
<b>Business</b>	
<ul style="list-style-type: none"> <li>• Seek prudent business liaisons</li> <li>• Seek and utilise funders to provide sponsorship</li> <li>• Actively engaged in and seeks sponsorship, and ensures current sponsors are communicated with</li> </ul>	<ul style="list-style-type: none"> <li>• Business connections support the college financially and with business acumen</li> <li>• Funding applications are applied for successfully</li> <li>• Sponsorship streams continue to grow and support the College</li> </ul>

Confirmation

Employee:		Date
Employer		Date
Next Job Description Review Date:		