



MIAMI UNION ADVENTIST ACADEMY

Job Description of School Business Manager

School Business Manager Direct Supervisor:

The Principal

School Business Manager Job Overview:

The School Business Manager should understand Biblical principals in finance that promote the highest standards of business ethos within the administrative function of the school and strategically ensures the most effective use of resources in support of the school's vision as approved by the principal, school board, and school constituency. The School Business Manager should have good communication, problem solving and conflict resolution skills that are anchored in strong Christian principles that will encourage collaboration, meaningful and relevant support within our constituent churches and our school community.

The School Business Manager will take the lead in managing the day to day operations of the Finance Team, Site Manager and Caretakers, Technicians, and the Food Service Team.

School Business Manager General Responsibilities:

- As an intricate part of the administrative team of Miami Union Adventist Academy, the School Business Manager is required to attend all meetings of the full Governing Body and appropriate Governing sub-committee meetings, specifically, but not limited to administrative and staff meetings, constituency meetings, and the yearly Southern Union Meetings.
- Negotiate and influence strategic decision making within the school's Senior Management/Leadership Team
- In the absence of the Principal, take delegated responsibility for Financial and other decisions, in collaboration with the Vice Principal, whenever possible.
- Assume all responsibilities of the Treasurer in the absence of the Treasurer.
- Plan and manage change in accordance with the school development/strategic plan.
- Assist as a substitute teacher as needed
- Be part of a supervision team (Administrative team is always on supervision)



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School Business Manager Specific Job Responsibilities:

Finance and Resource Management

- Evaluate information and consult with the Administrative Team and Finance Committee to prepare a realistic and balanced budget for school activity
- Present and update as needed the annual budget for approval to the Principal and Governing Bodies and assist the overall financial planning process
- Provide ongoing budgetary information to Principal and Governing Bodies
- Use the agreed budget to actively monitor and control performance to achieve value for money
- Identify and inform the Principal of the causes of significant variance and take prompt corrective action
- Advise the Principal, Finance and Executive Committees if fraudulent activities are suspected or uncovered
- Maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets
- Identify additional finance required to fund the school's proposed activities
- Seek and make use of specialist financial expertise
- Maximize income through rental activities
- Present timely and fully costed proposals, recommendations or bids
- Put formal finance agreements in place with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules
- Monitor the effectiveness and implementation of agreements
- Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximize efficiency and avoid duplication
- Benchmark systems and information to assess trends and make appropriate recommendations
- Assist in producing annual audit and liaising with all parties involved
- Summarize current financial status by collecting information necessary for the monthly, quarterly, semi-annually, and annually preparation of financial reports to be presented to the appropriate Governing Bodies, as necessary.
- Maintain and oversee all financial accounts including school credit card, completing monthly/annual reconciliations
- Ensure school financing policy is reviewed and the school meets all financial requirements
- Complete other responsibilities as assigned, including, but not limited to performing classroom checks at the end of the year, noting the needs and repairs for each and managing inventory of textbooks and equipment for the general facility, as well as the kitchen.



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Facility and Property Management

- Ensure ancillary services, e.g. catering, cleaning, etc. are monitored and managed effectively.
- Manage the maintenance of the school site including the purchase and repair of all furniture and fittings.
- Maximize income through rental activities by managing the rental of school premises to external organizations, for the development of the extended services and local community requirements.
- Monitor, assess and review contractual obligations for outsourced school services
- Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided.
- Ensure the safe maintenance and security operation of all school premises.
- Ensure the continuing availability of utilities, site services and equipment.
- Follow sound practices in estate management and grounds maintenance.
- Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations.
- Seek professional advice on insurance and advise the governing bodies on appropriate insurance for the school and implement and manage such schemes accordingly.

Health and Safety

- Act as the school's Health & Safety Coordinator and Fire Officer.
- Plan, co-ordinate and maintain records of fire practices and alarm tests.
- Ensure the school's health & wellness policy statement is clearly communicated and available to all people; and is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change.
- Create a school safety policy and ensure approved policy is clearly communicated and available to all people; and implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change.
- Enable regular consultation with people on health and safety issues.
- Ensure systems are in place to enable the identification of hazards and risk assessments.
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Administrative Team and governing bodies.
- Ensure the maximum level of security consistent with the ethos of the school.
- Oversee statutory obligations are being met for pupils with special educational needs, ensuring that financial and supporting agency services are adequate for their diverse needs.

Information Systems Management

- Consider approaches for existing use and future plans to introduce or discard technology in the school
- Consult with relevant people and other parties to introduce new technology or improve existing technology for different purposes



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- Ensure that the school has a strategy for using technology aligned to the overall vision and plans for the school ensuring value for money
- Communicate the strategy and relevant policies, including Data Protection for use of technology across the school
- Establish systems to monitor and report on the performance of technology within the school
- Ensure resources, support and training are provided to enable work colleagues to make the best use of available Information and Communication Technology
- Ensure contingency plans are in place in case of technology failure

Human Resource Management

- Ensure the school's equality policy is clearly communicated to all staff in school
- Manage recruitment, performance management, appraisal and development for all support staff
- Monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on the school and staff
- Ensure people have a clear understanding of the policies and procedures and the importance of putting them into place
- Monitor the way policies and procedures are actioned and provide support where necessary
- Seek and make use of specialist expertise in relation to HR issues
- Evaluate the school's strategic objectives and obtain information for workforce planning
- Identify the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities.
- In collaboration with the principle, create and modify as needed, job descriptions for locally funded employees.

School Business Manager's Qualifications:

- Minimum Bachelor's Degree required
- A minimum of three years' experience as a Business Manager in an academic environment
- Excellent communication skills
- Detail-oriented with excellent organizational, and time-management skills
- Remarkable Christian professionalism and strong work ethic
- Be an active member of an MUAA constituent church