

Trinity Episcopal School
Business Manager
Job Description

The business manager reports to the Head of School and works closely with the Head of School, Board of Trustees, faculty, staff and parents. The Business Manager also collaborates with the Head of School on schoolwide growth and development.

The business manager should have a strong financial and business background. Skills should include knowledge of budgeting, accounting, purchasing, inventory, finance and the ability to follow tax policies. Excellent analytical and problem-solving skills and strong communication skills are very important. Having a fair or general knowledge of computers is very essential for the manager, especially the Microsoft office application. The business manager should possess the ability to effectively manage projects and budgets while remaining calm under pressure and should be able to manage time effectively to accomplish daily targets. Must demonstrate an ability to maintain strict confidentiality towards work. An ability to pay attention to detail and display a zero-error mindset is crucial.

Qualifications:

Requires bachelor's degree. Master's degree preferred. Must have computer experience and demonstrate high-level skill in organization, interpersonal relations, excellent written and oral communication skills, and have the ability to prioritize and handle a variety of tasks simultaneously. Must demonstrate good decision-making and judgment as well as attention to detail and follow-through. Must be able to adapt to a rapidly changing environment. Must participate in and maintain CPR and Safeguarding God's children training. A minimum of 5 years relevant experience is required.

- Advise on investment and financial policy, preparing appraisals for particular projects and for the development of a business plan (long term financial strategy) for the future development of the school.
- Prepare the final accounts and liaise with the auditors. To provide detailed management accounts for the Board of Trustees according to financial procedures and agreed schedule, reporting immediately any exceptional problems.
- Oversee payroll services for all school staff, compensations and other offers in which the school participates.
- Be responsible for seeking professional advice on insurance and advising the Board of Trustees on the appropriate insurances for the school.
- Implementing the approved insurances and handling any claims that arise.
- Plan, prepare, monitor and evaluate the annual school budget and revised budget in consultation with the Head of School.
- Provide the school management team with a range of financial and budgetary information as required, ensuring that these do not exceed overall budgetary allocation.
- Provide analytical and financial reports and projections to the Head of School, Finance Committee or Board on a regular basis and as needed with the support of the accounting consultant.

- Monitor and control the budget vs actuals and provide ongoing budgetary information to relevant people
- Responsible for compiling and returning statistical information.
- Responsible for maintaining the computerized Financial System in line with policies and procedures.
- Monthly reconciliation of school accounting system including the detection and correction of errors.
- Serve on Finance Committee
- Manage the administration of income into the school budget.
- Responsible for ensuring collection and reconciliation.
- Responsible for ensuring the archiving of all records (financial and otherwise) is carried out according to financial procedures
- Interpret financial data, monitor expense reports and perform cost-benefit analysis
- Ensure school resources are used effectively and efficiently
- Support long range strategic and financial planning initiatives
- Ensure confidentiality, storage and security of information and data.
- Oversee and assist administration in all aspects of school organizational operations
- Manage, develop and improve the use of the School Management System
- Manage systems and link processes that interact across the school to form complete systems
- Be well informed of all Legal matters and updated legislation and ensure that the school complies with