

Business Manager

Title	Business Manager
Work Type	Part time permanent
Location	Hume Conservatorium of Music Ltd., 160 Bourke Street, Goulburn NSW 2580
Reports To	Chief Executive Officer
Direct Reports	Administration Officer, Financial Controller and other administrative staff

Hume Conservatorium (Hume Con) is the centre for music education for the Southern Tablelands and Southern Highlands of NSW. Based in Goulburn, we were founded in 1985 as a member of the [Association of NSW Regional Conservatoriums](#). We offer accessible music programs for all ages and abilities, including individual and group lessons, an early childhood music program, an in-schools music program, and ensembles –enriching the lives of our students and the community. We are more than just a music school. We are a regional community of music makers and creatives.

Summary of position

Support the CEO in the management of the Hume Conservatorium, with an emphasis on financial and business management and administration. You will work in accordance with the goals outlined in the Strategic Plan and meet financial and legislative accountabilities. The Business Manager is the main contact for business administration, finance and business-related activities, with guidance from the Chief Executive Officer.

This role works as part of an administrative team which includes the CEO, Music School Administrator, Communications and Outreach Manager. The person in this team is part of the Conservatorium leadership group.

Hume Conservatorium Values

The Hume Conservatorium operates through and with its values, which underpin everything we do.

Value	The way we act
Creativity	We foster and support artistic creativity in our community.
Courage	We explore innovative ideas and partnerships, and are courageous in our approach to problems and opportunities.
Community	We engage with everyone in an open, accepting, encouraging and welcoming way.
Accountability	We are honest and transparent with our stakeholders, and accountable for our actions.

Tasks and responsibilities

Work closely with the Chief Executive and key staff to:

Financial and Business Management

- Maintain all financial accounts in accordance with current accounting standards and for presentation to external auditors, including cash flow, income and expenditure.
- Prepare and maintain yearly, departmental grant funding and event/project budgets and ensure compliance.
- Reconcile all appropriate financial accounts and ensure timely payment of all creditor invoices and other fees and charges.
- Process Student fee invoicing based on Music Monitor data, including the referral of outstanding and overdue fees for debt collection.
- Work with debtors requiring payment plans, and manage debt collection.
- Maintain the fixed asset register and all relevant insurance.
- Complete monthly financial reports for the CEO and Board of Management on a timely basis and ensure that all legislative requirements are met within set timeframes.
- Manage employee entitlements and associated financial liabilities, including completion of the fortnightly payroll.
- Supervise external support contractors – cleaner, security etc.

Corporate Governance

- Assist in preparing the annual Business Plan and associated budgets for the organisation, in accordance with the goals outlined in the Strategic Plan to meet financial and legislative accountabilities.
- Develop and update financial policies and regularly monitor the financial health of the organisation.
- Contribute to the DoE Program Performance Reports each semester and other reporting obligations. Complete and submit all statutory returns as applicable.
- Ensure that all administrative and financial policies and procedures are efficient, consistent and compliant.
- Maintain Hume Conservatorium procedures relevant to business management, and contribute to the development of internal policies more generally.
- Action and assess risk management – including maintaining the organisations WH&S responsibilities – to ensure a safe and healthy workforce, clientele and stakeholders.
- Advise on operational related contracts and agreements, oversee their management and reporting to ensure compliance.
- Provide a secretariat to the Board in conjunction with the CEO.

Human Resources Management

- With the CEO, assist in the management of the Human Resources function and associated confidential staffing matters.
- Assist in ensuring that the Staff Handbook is kept current and compliant with relevant legislation and policies are enforced to align with Code of Conduct.

Key relationships

Internal: Hume Conservatorium – CEO, Associate Director, Education and Outreach, teaching staff, administration staff and Board of Management.

External: Auditor, major suppliers/funders, Regional school principals and teaching staff, music teachers, community bodies, debtors.

Applications

Your application should address the following descriptors. You should also include your resume/CV which must include contact details for 2 referees. You may request to be notified prior to contact with referees.

Applications will be reviewed and actioned as they are received.

Skills and competencies

- Business skills, with an emphasis on financial management, planning and reporting
- Contract administration for less complex commercial arrangements
- Communication, liaison and relationship building skills (clients and community)
- Teamwork: works with others on combined projects to create mutually beneficial outcomes.
- Leadership: demonstrated ability to lead and build organisational capacity.
- Adaptability: ability to work independently as well as part of a team.

Knowledge, skills and experience required

- Relevant financial management qualifications and experience,
- Operational management experience.
- An understanding of the education environment and an interest in music in the region.
- Experience in service delivery, education or community sector organisations
- Practical application of continuous and step change improvements.
- 3-5 years experience with financial administration and payroll
- Good working knowledge of MS Office applications including intermediate skills in Excel
- Xero skills and experience - certification would be a distinct advantage

Mandatory qualifications and certifications

- Maintain a current Australian Drivers Licence.
- Maintain a current NSW Working with Children Check.
- Diploma of Accounting or Cert IV in Accounting and Bookkeeping