

## **ANNEXURE 1**

### **DPS STS SCHOOL DHAKA**

#### **BUSINESS MANAGER, JOB DESCRIPTION**

**Interested candidates should submit their CVs to [career@stsgroupbd.com](mailto:career@stsgroupbd.com) before 10 October, 2019**

## **1 OVERVIEW: BUSINESS MANAGER, JOB DESCRIPTION**

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The Business Manager supervises those with responsibility at the school for Finance, Accounting, Human Resources, Facilities and Resources Management, Office administration, and Security. The Business Manager also works closely with the admissions and academic team to monitor and review student enrolments.

Working under the Principal, the Business Manager is a member of the school's Senior Leadership Team. The Business Manager is responsible for the supervision of the Financial Management of the school and works closely with the school's Principal to prepare Budgets, Financial Projections and strategic plans.

The Business Manager liaises with the school's lawyers, insurers and Auditors to ensure that the legal status and financial standing of the school is protected at all times.

## **2 PRIMARY RESPONSIBILITIES**

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### **2.1 FINANCIAL RESOURCE MANAGEMENT**

The Business Manager

- Line manages the finance and accounting staff.
- Maintains the strategic financial plan to meet the needs of the school's strategic plan.
- Ensures annual budgets, financial statements, management accounts, cash flow statements and variance analyses are prepared as required.
- Liaises with the school's auditors in the preparation of annual published accounts.
- Establishes and supervises all internal accounting procedures including collecting, accounting and banking of all school funds.
- Is responsible for the development and supervision of all procurement procedures at the school.
- Establishes and supervises accounting procedures covering current and capital expenditures, petty cash, budget management and invoicing to parents.
- Uses the school's strategic plan to maintain financial continuity.

### **2.2 HUMAN RESOURCE MANAGEMENT**

The Business Manager

- Line manages the HR staff.
- With the Principal, oversees the appointment of all non-teaching, administrative and support staff, maintains staff files and implements salary arrangements.

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- Is responsible for and oversees all teaching and support staff human resources policies ensuring that the school's human resources policies are equitably applied.
- Organises and implements the school's Group Medical Insurance schemes.
- Provides professional leadership and management of school support staff.
- Ensures that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with all legal and regulatory requirements.

In addition, the Business Manager

- Ensures compliance with all relevant aspects of employment law.
- Acts as the Head of School's adviser on employment legislation, including disciplinary procedures.
- Ensures that the School has appropriate disciplinary and grievance procedures in place, taking professional advice as required.
- Ensures that all relevant staff have compliant contracts of employment and keeps the School's standard contracts up to date as new legislation takes effect, taking professional advice as required.
- Oversees the purchasing of all goods and services for the School.
- Oversees arrangements for staff accommodation and the letting of property to School employees and third parties; ensuring that the appropriate leases and licences to occupy are signed by the tenants.
- Oversees the letting of School premises to outside organisations.

### **2.3 OPERATIONS AND FACILITIES MANAGEMENT.**

The Business Manager

- Line manages the operations and facilities management staff.
- Ensures compliance with all relevant aspects of law related to safety, construction, maintenance and facilities.
- Manages the maintenance and cleaning of all school premises and staff accommodation.
- Follows sound practices in facility management and grounds maintenance.
- Implements and supervises a cleaning system of the school and staff accommodation.
- Establishes a system for control of parking of cars and other vehicles within and adjacent to school property.
- Oversees all school building projects, liaising with project managers, architects, contractors etc.

### **2.4 INSURANCE**

The Business Manager

- Ensures that the School has adequate insurance cover at all times to include employer's liability, buildings and equipment cover, personal accident, travel insurance, business continuity and other relevant cover.
- In consultation with the Principal, negotiates the renewal or award of all insurance policies.

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- supervises the HR officer in the negotiation and smooth implementation of the school's Group Medical policy.
- Seeks professional advice in all matters relating to insurance as necessary.

#### **2.5 OFFICE AND GENERAL ADMINISTRATION**

The Business Manager

- Is the designated leader of school administrative services, ensuring efficient and effective office organisation.
- Ensures full and complete maintenance of archives relating to all school functions, especially financial and budgeting, the physical plant, student and employee records.
- Is responsible for the letting of school premises to outside bodies.

#### **2.6 HEALTH AND SAFETY**

The Business Manager

- Line manages the administrative team Health and Safety staff.
- Formulates, monitors and implements the School's policy to comply with the requirements of health and safety legislation, which could include acting as chair of the health and safety committee.
- Carries out risk assessments where appropriate and monitors all departments to ensure that they are carrying out risk assessments, taking professional advice as required.
- In close liaison with other members of the school's Senior Leadership Team, prepares and implements emergency plans and procedures to evacuate the buildings and restore use of the buildings in the event of any breakdown.
- Ensures the school's health and safety policies are implemented at all times.
- Supervises the school security, fire warning and pest control systems.

#### **2.7 LEGAL AND GOVERNANCE**

The Business Manager

- Works with the company lawyers to provide advice to the Principal and Board on relevant company law, recommended practice and procedural issues.
- Establishes and services panels for hearings associated with disciplinary matters, grievances and any complaints relating to labour law.

#### **2.8 OUTSOURCING**

The Business Manager

- Is responsible for all aspects of the school's operation which have been awarded to outsourced companies or organisations, delegating detailed supervision of providers as appropriate.
- Manages all due processes of tendering when the Board of Governors has decided to outsource any of the school's services or activities.

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- Designs and maintains systems for the maintenance of quality control of outsourced services, reporting from time to time to the Board about the performance of companies engaged by the school to carry out these services.

### **3 GENERAL DUTIES**

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The Business Manager

- Contributes fully to any strategic discussions and provides financial analysis of options.
- Undertakes such staff training and professional development as may be agreed.
- Undertakes such other appropriate duties as may, from time to time be required.
- Keeps abreast of all developments relevant to the sector both internationally and within Bangladesh through networking, including through relevant professional associations.