

DEPUTY BURSAR
NEW COLLEGE COMMUNITIES, UNSW

Job description

The New College Communities at the University of New South Wales are seeking applications for the full-time position of Deputy Bursar (DB). The DB will be primarily responsible for the planning and oversight of the commercial operations of the Colleges and reports to the Master of the College through the Bursar.

New College Communities

New College and New College Postgraduate Village, UNSW are university residential colleges, affiliated with the Anglican Diocese of Sydney offering accommodation, academic support and pastoral care to 562 university students.

Mission Statement

New College cultivates outstanding university campus communities of academic excellence and pastoral care, shaped by Christian faith and values, where every student can flourish.

Role Description

The Deputy Bursar at New College is responsible for key financial aspects of college operations at New College and New College Postgraduate Village, UNSW Kensington.

They are responsible to the Master and CEO of the College and report directly to the College Bursar. They are expected to act in the Bursar's role when the Bursar is on leave, including assuming company secretarial duties, such as:

1. Reporting to the Master and assuming responsibility for financial management of the colleges.
2. Supporting the College Board to discharge secretarial, statutory and executive responsibilities.

The Deputy Bursar works closely with the Deans of Residents, the Maintenance and Cleaning Manager and the Accounts Officer. They supervise the Catering Manager and the Technical Support Officer to facilitate smooth running of all key aspects of the colleges.

The appointee will bring good financial and accounting skills as well as a strong understanding of business operations.

The appointee must be able to demonstrate commitment to the mission of the colleges as Anglican residential facilities. They must demonstrate Christian character through active involvement in a local evangelical church and alignment of personal values and beliefs with the Christian ethos of the colleges.

Specific Responsibilities

The Deputy Bursar, in their commitment to the goals, purposes and mission of the New College Communities will be responsible for:

Financial Planning

- Evaluation of different options for providing college services
- Evaluation of different funding options to develop the colleges and their services
- Preparation of multi-year forward planning budgets
- Evaluation of budget options to the Board and Stakeholder groups

Human Resources and Payroll

- Preparation of letters of appointment
- Termination arrangements
- WH&S coordination and compliance
- Workers Compensation management
- Compliance aspects of staff remuneration
- Application of awards and Fair Work regulations
- Managing leave accruals

Compliance Management

- Management of all aspects of regulatory compliance
- Management of insurances and claims
- Development of policies in relation to finances and compliance

Supplier Management

- Management of service provision with UNSW
- Management of IT supply and support
- Financial management of catering
- Financial management of college development projects

- Financial management of other major projects

Essential Criteria

- Appropriate tertiary qualifications and membership of an accounting professional body
- A record of successful achievement in the commercial, business or educational sectors
- Excellent financial, organisational and interpersonal skills
- An understanding of and commitment to the mission of the College
- Excellent communication skills

Desirable Criteria

- Experience in a tertiary education institution
- Understanding of banking and commercial finance

Essential Documentation

- National Police Check
- Working With Children Check
- COVID19 Vaccination Certificate

Performance Indicators

The Deputy Bursar will have completed the essential aspects of the role if:

- Financial planning options for the colleges have been explored and presented to senior management and appropriate stakeholders identified
- All compliance requirements are fulfilled by the colleges
- Cost optimal management of college subcontractors is achieved
- Appropriate administrative and IT support is provided to all aspects of college operations

Application Deadline: 23rd June 2022

Job Types: Full-time, Permanent

Anticipated Total Package Range (depending on qualifications and experience):
\$90,000.00 – \$110,000.00 per year.

Please provide a cover letter, highlighting that you meet the requirements of the job offer as well as your resume, to the Acting Executive Officer Clare Burgess c.burgess@newcollege.unsw.edu.au