

Rosemary Scarlett FCPA

"Kelmscott"

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Executive Summary

I hold a Bachelor of Economics Degree, majoring in accounting, from Monash University. I am a Certified Practising Accountant and a qualified registered Tax Agent. I have an Associate Diploma of Farm Management from Glenormiston Agricultural College and an Advanced Diploma of Financial Services (Superannuation).

I have just completed my contract as Business Manager at Marist College Bendigo, a College that opened in February 2015 with 220 students; I started there in August 2014. I came from Hume Anglican Grammar, where I started as their first Business Manager in 2011. Before that I was the Business Manager at Marymede Catholic College where I started in 2006 when the school opened. Before that I was Business Manager at Penola Catholic College from the middle of 1994, six months before its amalgamation. In my role before Penola I worked at Catholic Regional College for 12 years and during this time part of my role was to amalgamate three colleges into one. I have over 30 years' experience in School Management.

Former Director of the Catholic Super Fund I served for ten years until 2012. I have completed many ASFA training courses and completed the Advanced Diploma of Financial Services (Superannuation) in 2007.

Career Profile

A professional school manager with extensive experience in financial planning, management and accounting and building projects. Experienced in general administration and management of people and resources. Excellent leadership skills, a good team player and strong organisational skills with the ability to prioritise. Significant experience in establishing administration procedures and financial systems. Specialising in school amalgamation and greenfield sites.

Key Competencies

Leadership

- Supports, motivates, directs, coaches and delegates to a team.
- Strong leader for ensuring things are done accurately and in a timely manner.
- Understanding and compassionate when needed.

Management

- Considerable experience in financial management, buildings and deadlines.
- Ability to deal with change.
- Capacity to consult, delegate, analyse and plan on an organisational wide basis.
- Experience in risk management and Compliance.

Communication

- Strong interpersonal and verbal communication skills.
- Ability to communicate freely but effectively with a wide range of personalities and skills.

Technical Capabilities

- Good skills in Excel, Microsoft Word and PowerPoint.
- Experienced in a range of school financial systems, including Delta-link, Synergetic, Maze and MYOB.
- Considerable experience with Complispace.

CAREER HISTORY

Marist College Bendigo 2014 – 2019

Business Manager, reporting directly to the Principal and then also to the College Advisory Council.

Marist College Bendigo is a brand new College that opened its doors to students in February 2015. It currently has 950 students and 120 staff.

As Business Manager I was responsible for all facets of the business side of the College, and all matters relating to Property, Canteen and Administrative Functions.

Responsibilities

- Manage all accounting and financial functions of the College.
- Manage all administrative and business functions of the College, aiming to provide a high level of service and support to the College Community.
- Ensure all financial functions of the College are carried out in a timely and professional manner including submission of reports on cash flow, profit and loss, balance sheet and other financial results to the Principal and School Advisory Council.
- Liaise with College's auditors, banker's and other financial entities.

- Manage the preparation and monitoring of the annual budget.
- Manage and control the College's cash resources.
- To raise approved loans and supervise debt servicing of these.
- Responsible for all maintenance and cleaning of the College.
- Manage all building projects of the College
- Chair the OH&S Committee and Stewardship Team.

Achievements

- Ended the first year of operations with a surplus.
- School fee collection rate of 98% each year of operation.
- Set up complete financial system for the College
- Produced surplus budget for next three years.
- Completed five major building projects mostly on time and within budget.
- Completed many minor building projects for the College.
- Completed a complex project in collaboration with the City of Bendigo that created a jointly funded shared facility.
- Set up cashless canteen.
- Introduced keyless security system for the external part of the College.
- Set up paperless archives system.
- Set up complete fixed asset register.
- Set up Complispace and a better maintenance reporting system
- Assisted the Principal to obtain 5 building grants for the College.
- Member of the pastoral care team in the F-4 Learning Area.
- REMAR Co-ordinator for Year 10 students.

Hume Anglican Grammar 2011 – 2014

Business Manager and Company Secretary, reporting directly to the Principal and then also to the School Board.

Hume Anglican Grammar is Prep to Year 12 co-educational school. It opened in 2008 and in 2014 had 770 students and 85 staff.

As Business Manager I was responsible for the management of all matters related to Property, Finance, Clerical and Administrative Functions.

Responsibilities

- Manage the corporate and administration services of the school which include office administration, systems and procedures, internal communications, property, fee collection and insurance.
- Maintain an organisational structure that effectively supports the teaching efforts of the School.
- Oversee the management of the accounting functions of the School and the submission of reports on cash flow, profit and loss, balance sheet and other financial results to the Principal and School Board.
- Appraise and coordinate long range plans for School requirements and advise on the utilisation of physical and human resources.

- Provide risk management advice to the Principal and School Board
- Direct the maintenance of necessary records and reports which keep interested parties informed of the School's progress as well as satisfying regulatory bodies.
- Develop the basis for maintenance of the School's mission and goals and the School's image as experienced by employees, students, suppliers, parents, and the general community.
- Ensure that the Information Technology meets the needs of the School and provides for regular maintenance, repairs and back-ups.
- Work with the Daily Organiser to manage the disaster recovery plan for Information Technology and the rest of the School.
- Oversee the maintenance and gardens and ground staff to achieve the required outcomes.
- Manage the development and implementation of Workplace Health and Safety Plans.
- Provide secretarial support to the School Board and to its various Committees.
- Maintain and develop School facilities
- Prepare Applications for Capital Grants
- Maintain a satisfactory standard of safety, cleaning, waste and sanitary services.

Achievements

- Reorganised office staff and administrative procedures.
- Introduced BPAY and direct debits for fee payments.
- Increased fee collection rate from 40% to 90%.
- Completed two years of outstanding FBT returns.
- Set new budget for the year, with a break-even result.
- Introduced better accounts payable procedures and ordering system.
- Set up new software administrative package for the school.
- Restructured and introduced more accountability into payroll procedure.
- Changed Board reporting to a more informative style.
- Setting up weekly meetings of the administration team.
- Reviewed printing costs and changed processes to reduce costs.
- Developed the fixed asset register.
- Set up reporting facilities for staff to streamline maintenance requests
- Successfully obtaining solar grant for the school.
- Set up a completely new filing system for staff and student records.
- Set up a new and efficient archive system.
- Reviewed and changed contractors for waste, sanitary, electrical services.

Marymede Catholic College South Morang 2006 – 2011

Business Manager, reporting directly to the Principal. Marymede Catholic College is Prep to Year 12 co-educational Catholic College. It opened in 2006 with 325 students and 25 staff. I was the College's first Business Manager.

As Business Manager I was responsible for the financial management & planning, building programs and administrative systems of the College.

Responsibilities

- Management and day to day running of all accounts in the name of the College.
- Set up and maintain appropriate accounting systems and procedures.
- Responsible for the collecting and accounting for school fees and levies.
- Prepare financial returns for the College, CEO and statutory authorities.
- Responsible for staff records, payroll, superannuation, Workcover and taxation.
- Prepare applications for capital grants.
- Preparation of the annual budget and monitoring of cash flow.
- Assist in the implementation of the College Audit.
- Assist staff in preparation of faculty budgets.
- Set up ordering and systems.
- Develop medium, and long-term financial plans in accordance with the College Strategic Plan.
- To raise approved loans and supervise debt servicing.
- Maintain and develop College facilities.
- Review and update accounting policies and procedures.
- Supervise, motivate and manage administrative staff.

Achievements

- Set up complete financial system for the College.
- Implemented all the following: Workcover, taxation, FBT, registration. Bank accounts, salary packaging provider, complete computer package for debtors, creditors, payroll and general ledger, organised College auditors, security and cleaning companies, organised copiers, phone systems, filing systems, archives, ID system and internet provider.
- Fee Collection rate of 97%.
- Produced surplus budgets every year and achieved them in a brand new College.
- Setting up an effective fixed asset register.
- Successful in obtaining two water grants and a chaplaincy grant for the College.
- Setting up a very good administration team and a weekly meeting of this team.
- Effectively managed large building projects that ran to budget.

Penola Catholic College, July 1994 - 2005

Business Manager, reporting directly to the Principal

Penola Catholic College was the amalgamation of three Colleges in the Broadmeadows/Glenroy area in 1995.

Responsibilities

- Preparation of the annual budget and monitoring of cash flow.
- Provide College Board and Finance Committee with monthly reports.
- Set up effective accounting system for the College.
- Responsible for the collecting and accounting for school fees.
- Ensure all College accounts are paid in a timely manner.
- Formulate proposals for capital expenditure and leasing proposals.
- Management and control of College bank accounts.

- Responsibility for advertising, interviewing and recommending non-teaching staff appointments.
- Supervise, motivate and manage administrative staff.
- Maintaining a complete personnel record system for staff.
- Maintain and develop College facilities.
- Organise Insurance for the College.
- Maintain a satisfactory standard of safety, cleaning, waste and sanitary services.
- Liaise with bank on all financial matters.

Achievements

- Amalgamation of three schools' administration into one.
- Installation of a new administration computer system.
- Produced surplus budgets each year and achieved those budgets.
- Established a new filing system for the staff and students.
- Effective management of non-teaching staff under my care.
- Good fee collection.
- Upgrading of the College phone system and the installation of a microwave link between the two campuses.
- Developing a policy and procedure for the collection of school fees.
- Implementation of a Privacy Policy in the College.
- Developing an Occupational Health & Safety Policy.
- Developing a Critical Incident Management Policy.
- Developing an ID system for both staff and students.
- Ensuring good canteen facilities for both staff and students.

Catholic Regional College Traralgon (now Lavalla Catholic College) 1982 – 1994

Assistant Accountant (1982-1984), Accountant (1985-1988) and then Business Manager (1988-June 1994).

Catholic Regional College was the amalgamation of three Colleges in Traralgon in 1988.

Responsibilities

Assistant Accountant

- Maintain computer-based creditor system.
- Payment of all College creditors.
- Completion of monthly bank reconciliations.
- Control and check all College purchase orders.

Accountant

- Preparation of monthly financial reports.
- Assisting Principal in preparation of yearly budget.
- Preparation of accounts for auditors, government and Catholic Education Office.
- Supervision of office staff.
- Management of payroll.

Business Manager

- Administer the College accounting system.
- Responsible for school fee collection.
- Manage the payment of creditors.
- Liaise with bank on all financial matters.
- Responsible for workcare claims and levy.
- Advise staff on superannuation and Long Service Leave.
- Ensure adequate cash flow and investment of excess funds and overdraft.

Achievements

- Amalgamate three College administration systems into one.
 - Development of an accounting system for the College.
 - Upgrading the computer system for the College.
 - Produced surplus budgets each year and achieved those budgets.
 - Effectively managed large building projects that ran to budget.
 - Strong management of non-teaching staff under my care.
 - Working effectively with three Principals at the one time.
 - Costing and closing unviable uniform shop of the College.
 - Assess non-teaching staff and provide the amalgamated College with a more efficient and cost-effective administration and support team.
 - Upgrading communication systems within the College.
 - Involved in setting up a fixed asset register.
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PERSONAL DETAILS

Education:

Growth Coaching International, Coaching Accreditation Program	2019
Governance Institute of Victoria, Certificate in governance practice	2011
ASFA, Diploma of Superannuation Management	2005 – 2007
ASFA, Advanced Diploma of Financial Services (Superannuation)	2005 – 2007
ASFA, Certificate of Trusteeship	2005
ASFA, Diploma of Financial Services (Superannuation)	2003 – 2005
ASFA, Associate Diploma of Superannuation Management	2003 – 2005
ASFA, Certificate of Superannuation Management.	2003
Glenormiston Agricultural College, Associate Diploma of Farm Management	1982 – 1986
Monash University, Bachelor of Economics (Accounting)	1978 – 1981

Other Qualifications

Fellow of the Certified Practising Accountants (FCPA)

Registered Tax Agent

Board Membership

Former Director of the Catholic Superannuation Fund for ten years, 2002 to 2012.

Former Chairperson of the Audit & Risk Management Committee, CSF

Board Member of St. Columba's College Limited

Chairperson of St. Columba's College Finance Committee

Other Memberships

Former Chairperson of the School Council of Sacred Heart College, Kyneton

Member of Our Lady of the Rosary Parish Kyneton Finance Committee

Former member of the Marist lay Partnership Committee.

Key Competencies

Leadership

- Supports, motivates, directs, coaches and delegates to a team.
- Strong leader for ensuring things are done accurately and in a timely manner.
- Understanding and compassionate when needed.

Management

- Considerable experience in financial management, buildings and deadlines.
- Ability to deal with change.
- Capacity to consult, delegate, analyse and plan on an organisational wide basis.
- Experience in Risk Management and Compliance.

Communication

- Strong interpersonal and verbal communication skills.
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Technical Capabilities

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