

DULWICH COLLEGE | SUZHOU |  
DULWICH INTERNATIONAL | SUZHOU |  
HIGH SCHOOL  
苏州德威英国国际学校  
德威国际高中, 江苏省苏州中学



GRADUATE WORLDWIDE.

## DIRECTOR OF BUSINESS ADMINISTRATION



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# DIRECTOR OF BUSINESS ADMINISTRATION

The Director of Business Administration has primary responsibility across Dulwich College Suzhou and Dulwich International High School Suzhou for all non-academic related activities including Human Resources, Finance, IT and Operations to support the delivery of a high quality education to our students.

The Director of Business Administration reports directly to the Head of College and Director of School. The position will be supported by the CFO and Group Functional Directors.

## Position Objectives

- Maintain strong financial, accounting and control procedures that meet the school's financial management plans
- Develop a well-integrated, directed and motivated general management and administration team to run day-to-day operational activities
- Develop positive relationships with the College and local community
- Provide facility management and logistical support services to internal and school community customers.
- Manage and oversee day-to-day implementation and support of policy and procedures in the Finance, Operations, Human Resources, Information Technology and administration areas.
- Ensure the College is operating within the constraints of its license and meeting its legal responsibilities.

## Key Responsibilities

### Human Resources

- Develop staffing requirement plans with the Head of College and Heads of Schools
- Devise a strategy for recruiting the best people to deliver College support services, this includes oversight of the recruitment process.
- Provide coaching and development for support staff, including career development opportunities
- Oversight of HR processes and policies e.g. recruitment, disciplinary etc. ensuring compliance and efficiency in the delivery, including risk mitigation.
- Oversee the management of payroll and benefits for all staff, including College housing.
- Facilitate the performance management process across the support team, including regular review and development discussions. Conduct annual remuneration reviews.
- Ensure academic staff reviews are filed with the HR department.
- Renewal of International health insurance policies for expatriate staff.

- Ensure terms of employment and HR practices and policies meet local regulatory requirements.

### Finance

- Lead the budget process for Academic, Operations and Support Staff incorporating input from CLT and the CFO.
- Manage monthly budget reporting to all school departments.
- Manage monthly management reporting.
- Provide budget projections to assist in resource planning.
- Oversee accounts payable/accounts receivable system to maximize cash flow efficiency.
- Manage workload of the finance team to ensure monthly objectives are met.
- Ensure integrity of accounting numbers and statutory reports, supported with advice from Group Finance. Completion of statutory audit and taxation returns to required standards.
- Review and sign off on monthly payroll figures, budget and operational expenditure

### Operations

- Prepare facility maintenance, renovation and construction schedules and ensure completion
- Allocate resources for logistical support as needed (school functions, PE, Marketing, etc.)
- Review all contract vendor agreements and compliance standards to ensure the provision of high quality services.
- Oversee purchasing policy and procedures including; pricing, competing bids, quality control and delivery
- Oversee management of all contract service vendors including, but not limited to; catering, security, cleaning, bussing
- Manage renewal of school insurance policies including public liability, employer's liability and property insurance
- Review contract vendor insurance policies to ensure coverage meets Dulwich standards
- Responsible for delivering the highest levels of customer service to students and parents in all operational areas.

### Information Technology

- Ensure IT staff provides timely and quality educational support
- Lead IT budget planning with support from technical and Academic leaders. Manage ICT support team to deliver a high level service to students and staff.
- Oversight of College ICT administrative system ensuring proper access controls are maintained.

### **Administration**

- Coordinate reception, secretarial, nursing and warehouse support.

### **Community Programmes**

- Coordinate community programme requirements with internal programme requirements, e.g. booking of sports field, Gym, Auditorium facilities and equipment usage.
- Ensure use of College facilities is properly supported by relevant agreements and liability waivers when appropriate.
- Coordinate logistical support for community and internal programmes, e.g. set-up and break down for events.
- Incorporate community programme budget requirements into the overall school budget.
- Develop good relationships with the local community.

### **Strategic & Operational Development**

- Ensure all activities support the delivery of educational excellence.
- In conjunction with College Leadership Team, develop long term development goals and plans for school growth and vision.
- Provide operational feedback and advice on school management issues.
- Act as Project Lead for all non-academic projects initiated by Group Functional Directors

### **Personal Attributes and Skills**

- A visible role model and leader to staff and the College community.
- Analytical and a resourceful problem solver who can adapt and change.
- Self-confident with good judgment.
- Reliable and committed.
- Energetic and enthusiastic.
- Conflict management and resolution skills.
- Ability to work as a team leader and team member with DCMI and other sister schools.
- Excellent interpersonal and communication skills.
- Calm, patient, resilient with a sense of fun.

## **OUR CRITERIA**

The successful candidate will be an inspirational and innovative leader who can secure the full engagement of staff and all other stakeholders in the delivery of the College's strategic aims.

The successful candidate will have the following key skills, experience and attributes:

### **Qualifications and Experience**

- Bachelor's degree.
- Extensive experience in managing across key functions such as Finance, HR, IT and Operations, preferably in an educational setting.
- Excellent leadership capability with demonstrated experience to lead and inspire a diverse range of employees to deliver high quality customer-centred outcomes.
- Sound knowledge of education administration processes and practices.
- Demonstrated experience with budget development and cost management.
- Strong project management skills.
- Strong written, oral communication, presentation and organisational skills.
- Strong initiative, integrity and good judgment.