



SOUTHERN HILLS
Christian College



Applicant Information

**BUSINESS MANAGER 0.6 - 0.8 FTE
(Negotiable)**



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Christian College

www.southernhills.wa.edu.au

ABOUT SCEA

The Swan Christian Education Association (SCEA) is committed to empowering and equipping children and young people to flourish in life by welcoming them into our schools that are shaped by Christian faith and values and creating a learning environment where all within the community can truly belong, learn and thrive.

Over the past twelve months, the enrolments across our SCEA schools have grown as the communities we serve increasingly trust us to educate their children, which means we need to recruit more staff who are highly competent in their field of expertise and embrace our mission.

For those who are appointed, it is important to acknowledge the rich history of SCEA. We have been serving the West Australian community for nearly forty years.

Our first school was established in Midland in 1982. Today, SCEA continues to operate as a not-for-profit association with nearly 4,500 students, more than 700 staff and seven schools across the Perth metropolitan area.

Our schools are located in Bedforddale, Bennett Springs, Walliston, Mundaring, Parkerville, Middle Swan, Ellenbrook and Alkimos. The school sites are served by the SCEA Office located in Midland, which provides support in the areas of Finance, School Development, Human Resources, ICT and Marketing.

We hope that you might consider joining our team as we seek to achieve our vision, which is to be a thriving network of interdependent Christian schools in Australia. We are inspired by the mission initiated by Jesus Christ to equip and empower those we serve to experience life in all of its fullness.



ABOUT THE ROLE

The Business Manager appointed to this role will be employed by SCEA and assume responsibility for school financial and business functions. While the person appointed will be responsible to the Principal of Southern Hills Christian College, they will be supported by SCEA's Chief Financial Officer (CFO).

The Business Manager appointed will be responsible alongside the College Principal for day-to-day operations within the school, whilst ensuring system-wide approaches are complied with at school level.

ABOUT THE SCHOOL

Southern Hills Christian College is a Pre-Kindergarten to Year 12 college, set in Bedforddale, Western Australia, and boasting staff with extensive educational experience. Our College forms part of the Swan Christian Education Association network of seven schools. Our staff are all committed Christians and our college culture, curriculum and purpose all acknowledge God as our creator and Jesus Christ as our Lord and Saviour.

This belief is embedded both explicitly and implicitly in our curriculum and all that we do. Strong emphasis is placed on the explicit teaching of literacy and numeracy in Primary and Secondary, balanced with inquiry-based learning, while encouraging our students to be critical thinkers and independent learners. A range of digital technologies is used by teachers to assist in the teaching of curriculum and by students to assist in their learning. Our goal is to challenge young people beyond the complexity of a national curriculum.

If you share our vision of Christ centered education and meet our selection criteria, we would love to hear from you.

REPORTING RELATIONSHIPS

Responsible to the College Principal.

REMUNERATION TERMS AND CONDITIONS

The remuneration package will be discussed during the interview process.

ROLE REQUIREMENTS

All SCEA staff members are required to demonstrate a living and meaningful relationship with Jesus Christ, attend a Christian church on a regular basis and have a sense of calling to serve in a Christian school.

Whilst the following Key Responsibilities emphasize the anticipated range of responsibilities, this role will be reviewed within the dynamic context of developments and staff movements with the Association and schools. Precise details of duties at the school level will be regularly negotiated and reviewed in consultation between the Chief Executive Officer (CEO), CFO and College Principal.

The Business Manager appointed to this role will be expected to meet regularly with the College Principal and actively participate in school life. The Business Manager is a member of the Schools' senior executive team and will have an active role in leading the administrative support staff. The Business Manager will also work closely with all school staff members, both teaching and non-teaching.

The Business Manager will also be part of a dynamic team of Business Managers across SCEA's seven schools.

KEY RESPONSIBILITIES

Business Manager Role

- General leadership as a member of the Senior Executive Team.
- Oversight of the school's financial planning and management.
- Property management.
- Oversight of remuneration and payroll in consultation with the centralised Human Resources team.
- Management of Information and Communications Technology, in conjunction with the centralised ICT Team.
- Leadership of business and property services.
- Other duties as required.

Full details regarding each of these areas of responsibility are shown in Appendix One.

SELECTION CRITERIA

Essential

1. Personal faith and commitment to the Lord Jesus Christ and attend a Christian Church on a regular basis.
2. Agreement with the Association's Statement of Faith, Foundational Statements of Belief and Educational Objectives and be living a lifestyle consistent with these statements.
3. Demonstrate a sound knowledge and experience of accounting disciplines such as financial accounting, compliance reporting, budget preparation as well as financial systems development and improvement.
4. Have a finance/accounting qualification.
5. Highly developed emotional intelligence with an ability to maintain strong relationships with a variety of stakeholders.
6. Strong ICT skills (especially Excel).
7. Previous experience in leading and mentoring a small team to achieve business and operational requirements.
8. Be highly organised and able to prioritise workloads.
9. To be able to demonstrate commercial acumen, including experience overseeing or managing capital projects.
10. Ability to innovate and influence change within the financial activities of an organisation.



THE SELECTION PROCESS

Your online application should consist of:

- A covering letter addressing the Essential Criteria 1 and 2 (above) and a brief statement outlining the competencies the applicant would bring to the role and their reason for applying.
- Resume or Curriculum Vitae, and
- Copies of all qualifications
- Copies of WWC Card, Department of Education Police Clearance (or willingness to apply for one).

SCEA is proud to be an employer that maintains high standards with regards to child protection. All candidates for roles at SCEA are subject to screening and assessment against child safety standards as part of our thorough recruitment process.

Only online applications will be accepted.

For any further queries, please contact the Chief Financial Officer, Mr Rowan Joubert through rowan.joubert@scea.wa.edu.au or phone (08) 9274 6411.

