



Applicant Information

BUSINESS MANAGER



Ellenbrook
CHRISTIAN COLLEGE

www.ellenbrook.wa.edu.au

ABOUT ELLENBROOK CHRISTIAN COLLEGE

Ellenbrook Christian College (ECC), is a co-educational, non-denominational, independent Christian school, located in the Swan Valley. ECC is a member school of the Swan Christian Education Association (SCEA) and provides learning programs for Years, Pre-Kindergarten through to Year 12. Now in its 22nd year of operation, and with master planning in place, the College is well positioned for future growth.

The academic community of ECC is committed to delivering a high standard of education to its students, on behalf of parents and families, and is primarily focused on preparing students for life. To this end, the College leadership seeks to employ staff who are passionate and whole-hearted about their vocation and who place student learning and well-being at the forefront of their professional Christian calling.

Unity of purpose and spirit are essential qualities in the effective development of community. The Ellenbrook Christian College has been blessed with a rich multicultural identity, with many families having a heritage that lies beyond Australia, and where English is the alternative language spoken in the home. ECC staff are required to foster a communal expression of unity and teamwork, providing a welcoming, professional support base to students, their families, the staff and the wider College community.



OUR SCEA MISSION

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 an environment where all within the community can truly belong, learn and thrive.

OUR SCEA VISION

To be a thriving network of interdependent Christian schools in Australia that are inspired by the mission initiated by Jesus Christ to equip and empower those we serve to experience life in all of its fullness.

WE VALUE

Love
Joy
Stewardship
Humility
Justice

ABOUT SCEA

Established in 1982, Swan Christian Education Association (SCEA) began as a single primary school in Midland to serve the needs of families who wanted to see Christian education grow and thrive in Western Australia.

Ellenbrook Christian College began in 2000 as the third K-12 SCEA school to serve the needs of the community.

SCEA has now has more than 800 staff serving at seven schools ranging from Alkimos to the north of Perth right down to Bedforddale in Perth's southern suburbs. Over 4,800 students belong to SCEA schools in Middle Swan, Kalamunda, Beechboro, Mundaring, Ellenbrook, Southern Hills and Northshore.

Our system of schools 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 significantly, which means we need to recruit more staff who are highly competent in their field of expertise and embrace our mission.



OUR STUDENTS

Ellenbrook Christian College (Pre-Kindergarten to Year 12) is a co-educational College with students who come from a diverse range of backgrounds.

ABOUT THE ROLE

The Business Manager appointed to this role will be employed by SCEA and assume responsibility for college financial and business functions. While the person appointed will be responsible to the College Principal, 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.

REPORTING RELATIONSHIPS

Responsible to the Principal of Ellenbrook Christian College.

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 School's 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 College's Senior Executive Team.
- Oversight of the College's financial planning and management.
- Property management.
- Oversight of remuneration and payroll of the College 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 build 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.

Applications are to be submitted via the Swan Christian Education careers link at: scea.wa.edu.au/working-with-us/

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.

EMPLOYER

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