

# EMPLOYMENT PACK

Business Manager

Full Time Position

NOTE:

**Applications will not be accepted unless all criteria are addressed in the application**

Dale Christian School  
150 Forrest Road  
Armadale WA 6112  
08 9497 1444

# SELECTION CRITERIA

## SECTION 1 ESSENTIAL

### Christian Experience

1. To have a personal faith and commitment to the Lord Jesus Christ and to be an **active member** of a local Protestant church.
2. To have a lifestyle consistent with the expectations of Protestant evangelical churches.
3. To accept the Church's Statement of Faith.
4. To preserve the unity of believers.
5. To have the God given gift of administration.
6. Include a Pastor's Reference from a local protestant Church.

### Professional

7. To have excellent oral and written communication skills and be approachable.
8. To have a proven track record of honesty and integrity.
9. To be a self starter who demonstrates initiative, innovation and vision, balanced with the ability to take instruction gracefully.
10. To have outstanding business acumen and exceptional financial skills in order to manage a large school effectively, always with the educational needs of our students, and the wellbeing of both staff and students at the forefront.
11. To be able to prioritise and be flexible.
12. To have a Working with Children's Check.
13. To have a Federal Police Clearance.
14. To be fully vaccinated for Covid-19 by the commencement of the 2022 school year and provide a copy of the digital certificate as evidence.

### Financial and Leadership

15. To have a high level of knowledge and expertise in the area of Financial Management, ideally within an educational setting with a CPA (preferred) or CPA compliant. This includes budgets, assets and government funding.
16. To use effective skills including strategic thinking, collaboration and the ability to execute strategy to increase organisational performance.
17. To have working knowledge of the computer software MYOB and TASS and be able to oversee payroll, accounts receivables and prepare management reports including financial and non-financial information for decision making purposes.
18. To demonstrate ability to manage and keep up to date with changes in accounting, OHS and other legislation relating to the operation of a major education organisation.
19. To be have knowledge and expertise in the area of Property Management.

### People Management

20. To be able to participate in a shared community vision.
21. To have experience in managing, leading, motivating, inspiring and developing a team of staff.
22. To demonstrate an appreciation and value for other staff.
23. To be a team builder and work as a team player.

## SECTION 2 DESIRABLE

24. To have an understanding of the history and philosophy of Christian education and to have undertaken study in this area.
25. To hold a current Senior First Aid Certificate.

## SECTION 3 WRITTEN RESPONSE

(Write no more than 250 words)

1. Why are you seeking a position at Dale Christian School?

## **INFORMATION FOR APPLICANTS**

These guidelines are provided to assist you in preparing your written application and to enable you to plan for the selection interview if you are called to attend.

### **ELIGIBILITY**

**Applicants who do not meet the essential criteria will not be considered.**

### **CLOSING DATE**

Applications must be received at Dale Christian School by the day and time stated in the advertisement. Please note that the application must be forwarded to the Selection Panel. Late applications will not be accepted.

### **ENQUIRIES**

If you would like to find out more about the advertised position, please make contact with the school on 9497 1444.

### **PREPARING YOUR APPLICATION**

The decision to interview will be based on the information you provide in your application. If your application is short listed, you will be contacted by phone to arrange an interview.

If at all possible, your resume should be typed. If this is not possible, make sure your writing is clear and easy to read.

**Your application must include the following documentation:**

**1. Completed application form.**

**2. Resume (Curriculum Vitae), which comprises of:**

- Personal Details - Name, address, telephone number.
- A summary of the work you have done starting with the most recent. Include dates and give details of the type of tasks that were required in each job.
- Details of involvement in church or church based activities.
- Your education and training achievements. (Be sure to include any education you are currently undertaking).
- Any activities you have undertaken outside of work which are relevant to the application.

**3. Statement of claims against the Selection Criteria:**

- The Selection Criteria examines your Christian beliefs and lifestyle as well as the education, knowledge, skills and abilities required for the position.
- The Selection Criteria (Essential) have been divided into three parts:
  - A. Christian Experience
  - B. Professional (individual)
  - C. Professional (teamwork)
- Address your comments to each part separately, ensuring that you cover the aspects highlighted by the questions for each part.

- Also draw on experience you have had and include a description of your skills and abilities.
- Additionally, include information of any relevant qualifications you may have obtained and their relation to the Selection Criteria.
- **Your claims for the 3 parts of the Selection Criteria (essential) must NOT exceed 2 x A4 pages single typed.**

#### 4. Referees:

- Referees should be contacted for approval before listing them in your application. **(They may be asked to complete a Referee Form).**
- Provide names, work addresses and day time contact telephone numbers of at least two professional referees – (see Application Form.)
- Information on referees should be included on the application form.
- Referees who are able to comment on your experience and church involvement (preferably against the Selection Criteria) should be included.
- **A Pastors Reference MUST be enclosed**

#### 5. Government Requirements:

- All applicants MUST be registered with the TRBWA and evidence of this enclosed.
- All applicants MUST have a current federal Police Clearance and evidence enclosed.
- All applications MUST have a current Working with Childrens Check and evidence enclosed.
- All applicants MUST provide a copy of their COVID-19 Digital Certificate, evidencing they are fully vaccinated, or advise that they will be fully vaccinated by the beginning of their possible start date.

#### 6. Covering Letter:

- The covering letter is an introduction to your application.
- State the identifying details of the position and your desire to be granted an interview, together with any relevant information on your availability for an interview.
- You may wish to summarise your application and emphasis your strongest points and achievements.
- **The covering letter should not exceed 1 x A4 page single typed.**

**Applications may be sent by email, post or hand delivered,  
marked "Personal and Confidential" addressed to:**

**The Principal  
Dale Christian School  
P.O. Box 273  
ARMADALE WA 6992  
EMAIL: [employment@dalecs.wa.edu.au](mailto:employment@dalecs.wa.edu.au)**

## POSITION DESCRIPTION

Position – Business Manager

Reports to - Principal

### 1.0 JOB OBJECTIVE

1.1 The objective of the Business Manager is to serve the daily administration and compliance requirements of the school related to but not limited to finances, payroll, accounts (payable/receivable) management, liaison and compilation of vendor payments, building programmes and such like. Compliance (non-financial / financial). To serve successfully in this role the person must be able to cross-functionally communicate and be a part of wider team upholding the aims, objectives and ethos of Dale Christian School.

### 2.0 RELATIONSHIPS

2.1 Strong professional relationships are a key factor in this position. It is expected at all times that this position will act in an honest and ethical manner as well as lead by example while on and off the job. The following gives examples of the expectation of relationships;

- a. **Customer (Parent) Relationships:** All parents are to be treated with utmost honesty, respect and commitment. Parents are to be serviced with the highest efficiency possible. Parents are to receive concise, accurate, timely information in all matters on all occasions i.e. preparation of invoices, rebate amounts, accounts receivable in line with process, debt recovery and such like.
- b. **Supplier Relationships:** Relevant supplier evaluations are also to be carried out and shortfalls identified promptly, this is in order to ensure DCS utilises suppliers via merit through compliance with expectations. Payments, communications and reviews as required are to be administered professionally, as per DCS payment authority process from this role.
- c. **Employee Relationships:** All DCS employees are to be treated fairly and justly. It is expected that clear, open communication to the administration employees on performance be given on a regular basis, in line with DCS protocols.
- d. **Interdepartmental Relationships:** DCS leadership team prides itself on serving and developing honest, constructive, interactive relationships, including with the Armadale Congregational Church and fellow ministries of ACC that utilise the site.
- e. **Managerial / Board Relationships:** Open communication is expected at all times. Reporting of good and bad performance is expected to be delivered in an “unfiltered” way in order to address circumstances both positive and negative in an appropriate manner.

### **3.0 FINANCIAL MANAGEMENT**

- 3.1 Prepare in conjunction with the Principal the annual estimates and five (5) out years (budgets) for income and expenditure for the Board's annual approval, ensure all KPIs are being met and ensure the budget is sustainable for the out year periods;
- 3.2 Be proficient in the monitoring of accounts (invoicing / long service leave / annual leave accruals and aged debt) against budget on a daily, weekly, monthly, annual time frame and according to agreed procedures – manuals and policies;
- 3.3 Advise the Principal and Board on financial policy, preparing appraisals for particular projects and developing a long-term financial strategy for the future development of the school;
- 3.4 Maintain policy, procedure and financial manuals;
- 3.5 Ensure compliance with the Financial Management Standards in the school. Use financial management information, especially benchmarking, to identify areas of relative spending and advise Senior Management Team (SMT);
- 3.6 Prepare detailed Financial Reports for the monthly Board meetings or as requested;
- 3.7 Provide detailed accounts to the Principal according to an agreed schedule. Inform the Board Treasurer immediately of any exceptional problems;
- 3.8 Prepare all financial returns within the statutory deadlines, including all taxation correspondence and approvals;
- 3.9 Secure funds to which the school is entitled by acting as a contact with central and other agencies regarding grant applications, gifts and other donations;
- 3.10 Acknowledge receipting and banking of all donations and gifts received by the school;
- 3.11 Be proficient in developing financial system improvements that enable greater administration efficiency by ensuring bottlenecks and duplication of data input (for example) are removed;
- 3.12 Payroll details of all staff are to be kept confidential and updated on an annual basis (address and bank details);

## **4.0 RISK MANAGEMENT**

- 4.1 Ensure the School's Insurance Policy is updated as required with identified risks covered;
- 4.2 Is proficient in, and can act on, the elements of fire safety and the associated risks to the School, through the process of risk management;
- 4.3 Ensure effective risk management strategies are in place, for example in health and safety and in any third party service contracts;
- 4.4 Is proficient in, and can act on, health and safety regulations, particularly the main issues specific to the School and how they relate to students, staff, visitors, contractors and other users of the School premises and facilities;
- 4.5 Develop and maintain a disaster recovery/management strategy with Senior Management Team;
- 4.6 Establishment of joint emergency services reviews with Senior Management Team;

## **5.0 ESTATE AND RESOURCE MANAGEMENT**

- 5.1 Negotiate, manage and monitor contracts, tenders and agreements ensuring best value at all times;
- 5.2 Oversee the security of the school buildings and facilities;
- 5.3 Understand the effects and implications of government policies, legislation and directives and develop effective strategies for current initiatives and long term educational trends and developments;
- 5.4 Ensure the School utilizes its resources through strategic planning, including consideration of all financial implications;

## **6.0 HUMAN RESOURCE MANAGEMENT**

- 6.1 Maintain up-to-date staff records and ensure that these records are archived in-school and kept confidential;
- 6.2 Provide leadership and guidance of all non-classroom based support staff, including line management responsibility;
- 6.3 Manage the staff performance, professional development, appraisal and training needs of all non-classroom based support staff;
- 6.4 Prepare staff contracts as per the Principal's instructions;

## **7.0 ADMINISTRATION AND AUTHORITIES**

- 7.1 Responsible for archiving of financial, student, staff and other records and making sure they are maintained in a suitable condition;
- 7.2 Maintain an Asset Register including overseeing annual stocktake for the Uniform Shop and Canteen;
- 7.3 Understand the effects and implications of government policies, legislation and directives and develop effective strategies for current initiatives and long term educational trends and developments;
- 7.4 Operation of all bank accounts in line with policy ensuring a full reconciliation is undertaken at least monthly;
- 7.5 Ensure sign off on DCS related expenditure is carried out in an efficient manner as per DCS payment authority process;
- 7.6 Ensure all DCS related student fees are carried out in an efficient manner as per DCS accounts receivable authority process.

