



Position Description

Business Manager Position

Full time

Wycliffe Christian School is a Preschool to Year 12 co-educational Christian school located in the beautiful lower Blue Mountains. Together with Wycliffe Hope School, Wycliffe Christian School is an inclusive learning community in which families and their children are able to flourish as they make the most of their God-given talents and abilities.

We are looking for committed Christians of an evangelical persuasion who are active in their local church to join our staff team. Applications are invited for the position of Business Manager at Wycliffe Christian School, commencing in 2023.

Role Purpose

The Business Manager is responsible for implementing the vision and mission of WCS within the context of the overall organisation. They are called to live out Godly leadership and outwork their faith in every interaction with the community.

Our mission includes providing affordable education and within this framework the Business Manager needs to exercise leadership and wisdom in the way the School provides its education in partnership with parents. The Business Manager is, with the Principal, the officer who is responsible for the realisation of the School Strategic, Financial, Master Plan and Property Plan as they relate to the administration functions, the buildings and facilities of WCS.

The Business Manager is a member of the Senior Executive Team and is responsible to the Principal and reports to the School Board, through the Principal, in all matters of administration, human resources, industrial matters, facilities management, information and technology and financial control of the School, including annual budget, fees collection, rebates, and payment of accounts.

This role assumes a high level of managerial expertise, including a significant level of leadership, the ability to consult, delegate, analyse and plan in specific contexts within the School community.

The Business Manager represents the School to the wider business world and needs to ensure the administration of the School in all business matters is consistent with the Christian or biblical worldview of the School.

In the areas of budget preparation, and in financial planning, the Business Manager liaises with the Principal, Board Treasurer and Finance Sub-Committee. The Business Manager role is to take advice from the Principal, liaise with auditors, manage the relationship with the bank and seek the views of the Treasurer and provide information to the Board to ensure fiscal accountability is maintained.

Personal Attributes

- A person with a passion for Christ and a desire to live truthfully to His word.
- Confident to share their faith and articulate how it impacts the responsibility of their role.
- A person who seeks to live out biblical principles as a role model in the school community.
- Demonstrate a commitment to and understanding of the Preschool to Year 12 school context.
- Committed to, and engaged with the school's vision.

Duties and Responsibilities

- Effective management of the school's finances so that the short and long-term goals of the School can be realised.
- Provision of regular financial reporting to the Principal and to the Board.
- Effective supervision and management of finance staff, ensuring proper financial and administration records are kept and all supplies/equipment are available for office staff to perform the functions required.
- Responsibility for the effective project management and development of the School's facilities and maintenance resources, in partnership with the Property Manager, including oversight of capital works, insurance and security of property. The School expects a couple of major capital works in the next 3 years.
- Providing information to complete statistical and financial returns for regulatory bodies.
- Responsibility for relationships with banks including any required reporting and securing necessary finance for capital works.
- Together with the Principal and Communications team, development of the School marketing and enrolment plans in line with the School's vision and strategic plan.
- Effective management and ongoing development of relevant areas of the School's human resources functions including the School's industrial agreements, payroll, leave registers, staff contracts etc
- In partnership with the debtors clerk, manage the school's debtors, seeking payment and ensuring current families don't fall behind in payment of fees.
- Depending on capability and experience, the successful candidate may be appointed the Company Secretary for the company with ACNC and ASIC and will involve lodgment of annual returns and other prescribed forms.

Salary will be reflective of the applicant's experience and skills. To apply for this position, please download our Employment Application form available on the Employment page of the Wycliffe Christian School website – www.wycliffe.nsw.edu.au

Please submit the application to the school by email to lgray@wycliffe.nsw.edu.au
For further information, please contact the school on 02 4753 6422.

Interviews will be held as applications are received as we are looking to resolve staffing for 2023 as soon as possible.