



"Unity and Maturity in Christ"



BUSINESS MANAGER

Information and Application Details

Our Person

We know a school Business Manager is a unique individual - a person who knows how to make the school 'work' because everything behind the scenes is just as it should be. Someone who is called to join in our mission "to support and assist parents in their God-given task of educating their children." Someone who wants to play a pivotal role in "nurturing and preparing young people for a life of responsible discipleship in God's Kingdom." Someone who wants to contribute to a community that seeks to be "characterised by faith, hope, love, joy, peace and service."

Are you that person? Would you like to be part of the leadership team of the warm and welcoming Christian community of Bayside Christian College? If God is leading you to consider this position, we will very warmly welcome your application.

Our School

Located on the stunning **Mornington Peninsula**—a region known for its breathtaking coastal beauty, thriving local communities, and easy access to Melbourne's CBD—Bayside Christian College is a flourishing **ELC–Year 12** College, home to around 600 students and a dedicated staff team.

Bayside Christian College is a member of **Christian Education National (CEN)**, a network of 70 schools united by a shared commitment to authentic, parent-governed Christian education where parents and teachers work in collaboration to prepare their children to serve God and their neighbours in the world, according to the gifts God has given them. We are also affiliated with **Australian Association of Christian Schools (AACS)** and **Independent Schools Victoria (ISV)**.



Our Mission, Vision, & Purpose

The world belongs to God. Parents should raise and train their children to recognise, honour, respect and serve Him. Bayside Christian College exists to support and assist parents in their God-given task of educating their children.

Our vision is to nurture and prepare young people for a life of responsible discipleship in God's Kingdom. Bayside Christian College is an outworking of the Association for Christian Education of Frankston Inc.

The College exists to help parents equip their children for effective, God-glorifying lives as Christians in the world by:

- Leading students into the service of God and of others as a thankful response to the word of God in Christ
- Nurturing in students the development of a Biblical understanding of the world and of life
- Establishing an educational environment that is characterised by faith, hope, love, joy, peace and service
- Helping students to discover and develop their own God given abilities and to recognise and respect those of others
- Showing students that knowing their strengths and limitations, is part of achieving a realistic, positive self-image
- Promoting a striving for excellence in their lives.

For more information on our Mission, Vision, and Educational Creed, please visit our website: www.baysidecc.vic.edu.au



POSITION DESCRIPTION

Purpose

The Business Manager is the most senior administrative position at Bayside Christian College (the College) and they carry responsibility for the financial and business operations of the College.

The Business Manager is charged with contributing to and delivering the strategic vision and mission of the College in terms of its financial wellbeing, property development and provision of resources.

The Business Manager shares with other management personnel of the College the responsibility of modelling and promoting the mission, vision and values of the College.

Accountability

The Business Manager is directly responsible to the Principal. It is expected that the Business Manager will:

- Provide such written and/or oral advice as may be required by the Principal in the performance of that role.
- Present a written and/or oral report (as determined by the Board Chair), including appropriate recommendations, prior to each Board Meeting, or as required.
- Attend Board and Association meetings, providing written and/or oral advice as necessary.

In addition to the above, the Business Manager may be required to undertake other tasks as directed by the Principal.



Key Responsibilities

Cultural Leadership

In conjunction with the Principal and other members of the College Executive:

- Promote, develop and protect the vision, beliefs, values and educational tradition in every aspect of College life
- Wholeheartedly support the spiritual life of the College
- Model Christian values in all relationships and actions
- Encourage the development of social conscience as an essential aspect of the College operation
- Ensure that College policy and practice nurture respect for and compliance with legal and regulatory requirements
- Promote a sense of collaboration and affinity with the Christian Church in general

Company Secretary

- Provide company secretarial and governance support to the Board in accordance with the College's constitution and government requirements.
- Assist the Principal and the Board in relation to understanding of relevant legislation in relation to Child Safe Standards and OHS

Business & Operations

Overview

- Ensure and be responsible for the effective and efficient business operations of the Finance, Administration, Compliance and Risk, HR, IT, Development and Property areas of the College, supported by and leading staff in these areas
- Provide leadership and supervision of the College business operations, ensuring the highest possible standards
- As directed by the Principal, provide support to the Board and its committees, including:
 - Attendance at committees as required and providing accurate and up-to-date reports to the committees as required
 - Putting into effect committee deliberations and those of the College Board

Finance and Accounting

- Ensure that the College financial records are adequately kept and audited and Financial Statements are prepared in a timely manner
- Prepare the various financial statements for the authorities to which the College reports

Business & Operations cont.

- Implement effective ongoing procedures that ensure that the College meets its financial statutory requirements and reporting
- Manage the College's cash, investments and cash flows
- Work with and make recommendations to the Principal in establishing adequate financial controls, including control over cash, recurrent and capital expenditure and investment
- Monitor government funding policies and requirements and ensure effective action in securing the College's entitlements, particularly in terms of special purpose programs and strategic priorities
- Ensure that all tuition and other fees are appropriately invoiced and collected, and that the dealings with families experiencing hardship are handled with the highest possible standard of care and responsibility
- Ensure that the financial resources for teaching and learning are developed and maintained to the highest possible standard at all times
- Oversee the College's insurance, superannuation and all statutory taxes
- Undertake the annual Somerset Financial Survey and provide a copy to the Board when received.

Planning and Budgeting

- Develop and implement an effective process of budget development and approval in collaboration with the Principal and Board committees
- Implement effective procedures for the involvement of other members of the College Leadership and other identified educational leaders in the annual budget development process
- Prepare operating and capital expenditure budgets for approval by the Principal and the Board
- Supervise the implementation of all College budgets, provide leaders with regular and accurate budget reports and ensure that the College's finances meet approved budget guidelines
- Ensure best practice in support of the College's strategic, operational and master planning processes, including preparation of long term financial and facilities planning for consideration by the Principal and the Board



Business and Operations cont.

Property and Resources

- Maintain and develop College facilities under the direction of the Principal
- Liaise with builders, architects and other consultants on major capital works
- Insure College property appropriately, conduct periodic reviews of these policies and oversee insurance claims
- Take responsibility for the purchasing of approved capital items required by the College within the delegated authority limitations

Information Technology

- Coordinate under the direction of the Principal the implementation of strategic directions in relation to Information Technology
- Oversee the day to day operation and development of Information Technology Hardware and Software services of the College
- Ensure that software licenses are maintained and effective cyber security and emergency fail-safe processes and policies are established with respect to IT services in the College

Strategy and Development

- Actively participate with the Principal in the development of strategic planning and business case modelling for new initiatives and projects



business and operations cont.

Systems Development and Process Enhancement

- Design, implement and maintain up-to-date management accounting, business operations and reporting systems, as well as budgeting control and expenditure procedures
- Ensure continuous improvement and development of College business operations
- Provide direction and efficient procedures for purchasing to provide materials, equipment and services for the College to function effectively

General Business Operations Management

- Formulate, with the Principal and the Board, policies and procedures governing business relationships with the students, parents, staff, suppliers and contractors
- Support and bring forward recommendations to the Principal in relation to his role as Chief Executive Officer of the College
- Be the Principal's Administrative representative in relation to Non-Teaching Personnel, Property, ICT, Capital Works and other matters as directed

Oversight of Organisational Safety

- Provide leadership and supervision of Finance, Property and IT staff including appropriate delegation of operational tasks, duties and responsibilities within the business areas of the College, in line with the organisational structure of the College and relevant legislative safety and oversight requirements
- Role model best practice in regard to OHS requirements and the Victorian Child Safe Standards and communicate knowledge of these requirements and training where applicable to relevant staff
- Exercise effective team leadership in the development and support of an efficient Business Operations Team, and in line with the organisational structure of the College



business and operations cont.

External Relations

- Maintain regular contact with the College bankers, legal advisers and auditors for the purpose of effectively managing the College's financial position
- Attend relevant Business Managers' meetings on a regular basis (e.g. CEN and ASBA)

Special Requirements

- The nature of this position is such that the Business Manager is required to be available outside the 'normal' College hours, is required to participate fully in the life of the College, and required to attend meetings, as reasonably required by the Principal or the Board.
- The Business Manager, from time to time, may be asked to take on extra duties that are assigned by the Principal.

Performance Review

The Business Manager is required to participate in the annual Performance Review Program. An external Performance Review may be conducted periodically at the request of the Principal.



Application Process

Salary and Conditions

The salary and conditions for this position will be negotiated by the Board in accordance with the successful candidate's experience and with salaries and conditions in comparable schools in Victoria.

Reasonable transfer and removal costs will be provided for the successful applicant.

Applicants short-listed for interview will receive full reimbursement for out-of-pocket expenses associated with attending an interview. For inter-state interviewees, this includes reimbursement of a return economy airfare, or its equivalent.

Referees will be contacted only after the first interview or at a time when an applicant might be offered the position.

Employment Contract

The salary and conditions are identified in the Business Manager's Contract. The contract period is negotiable, but is normally 5 years.

The starting date for this position is negotiable.

Information You Should Receive

As part of the application process you should receive the following documents:

Business Manager Information document (this document)

Statement of Purpose

Our website www.bcc.vic.edu.au will provide further information about our school.

Application Requirements

Applications for the position of Business Manager should include the following information:

- Full name, address, telephone number and email address
- A detailed resumé covering current position and areas of responsibility, prior positions Church membership and involvement
- Cultural, community and recreational involvement and interests. Academic and professional qualifications
- The names and contact details of two professional referees who may be approached in confidence about the applicant
- A pastoral/church referee who may be approached in confidence about the applicant.
- Please include relevant registration numbers and copies of academic transcripts

Please send your application to the CEN Consultancies Administrator, Melinda Simson, via consultancy@cen.edu.au. You will receive an acknowledgement confirming receipt of your application.

Closing Date

The closing date for applications is COB Monday 8 December 2025



Bayside Christian College

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