



WAGGA WAGGA  
CHRISTIAN COLLEGE

*Forward in Faith*



**Appointment of:**

*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 partner with families in providing excellent academic and practical education, preparing students to act justly, love mercy and walk humbly before God." Someone who wants to play a pivotal role in "a community that believes in the Bible as God's good news story and seeks to live out this gospel as recipients of God's grace and obedient servants to our Lord Jesus Christ."

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

## Our School

Situated on the eastern fringe of Wagga Wagga in South Western NSW, Wagga Wagga Christian College is a well-resourced, co-educational, Preschool to Year 12 school with nearly 600 students.

The successful applicant will have a strong Christian faith and the relational warmth, strength of character, values, vision, capacity and resilience to be a key member of the Executive team, invaluable to the Principal and the Board, and an integral member of the College community.

The role of Business Manager requires active, wise and effective leadership across a wide range of areas, including financial management, governance, project management oversight, non-teaching staff development and management, risk and compliance.

## Our Motto

*Forward in Faith*

## Our Vision

In Christ, partnering with families in providing excellent academic and practical education, preparing students to act justly, love mercy and walk humbly before God.

The vision includes:

- Providing curriculum and its delivery that reflects a Biblical worldview
- Being a vibrant caring community of parents, students, alumni, staff, and friends of the College who contribute to its life and ethos
- Impacting Wagga Wagga and wider community through service, education and outreach opportunities
- Enhancing partnerships with local & regional Christian parents, churches and schools
- Achieving and celebrating excellence and potential for the whole College community in spiritual, educational, cultural and sporting outcomes as we bring Christ to all of life
- Implementing sustainable stewardship practices in financial management, workloads, resources, growth and human resources management



## *Our Foundational Commitments*

Our College aims to be a positive, caring environment that assists individuals to achieve their God-given potential by recognising their own unique gifts and abilities. This is to prepare them to achieve the tasks and contribute to the relationships they will face as adults in God's creation.

We want to be community that believes in the Bible as God's good news story and seeks to live out this gospel as recipients of God's grace and obedient servants to our Lord Jesus Christ.

Our goal is to promote an environment that reflects Christ's teachings, a place where love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control are promoted.

Our staff are committed Christians from a range of denominations, seeking humbly to display Christlikeness in word and action.

Our teaching practices are a reflection of the value that God places on individuals and seek to ignite a love of learning and excellence in each student.

Students are encouraged to develop a personal Christian faith and to discover biblical responses to contemporary challenges.

The Preschool to Year 12 nature of the College fosters a family environment that develops responsibility and trust between peers and multi-aged young people.

We affirm the role of parents in educating their children as a God-given mandate and commit to strong home/student/school partnership, each contributing in its way to an exceptional education.

The College desires to support the local Christian churches.

The College is an Association Member of Christian Education National (CEN) and is affiliated with the Association of Independent Schools NSW.

## *Our Governance*

The Wagga Wagga Christian College (Company) is the governing body responsible for the operation of the Wagga Wagga Christian College. The elected Board of the Company is responsible for setting the vision and direction of the College, monitoring the implementation of the College's vision and objectives and taking responsibility for the overall performance of the College. The management of the College is delegated to the Principal (Dr Rahmi Jackson) and his staff. The Management Team is responsible to the Board for the educational delivery, the general operations of the College, the development and implementation of policy and procedures, the management of staff and students, and for ensuring adherence to NSW Education and Standards Authority registration requirements.

## *Registration Details*

The College is registered with the Commonwealth of Australia and the New South Wales State Government as a Kindergarten to Year 12 school and maintains accreditation with the NSW Education Standards Authority for both the Record of School Achievement and Higher School Certificate.

The College currently operates a Community Preschool with 40 places maximum each day, and licences an external operator to provide before and after school care as well as vacation care.

## *Living in Wagga Wagga*

Wagga Wagga (known as 'Wagga') is a major regional city in the Riverina region of New South Wales, Australia. Straddling the Murrumbidgee River, with an urban population of around 70,000, Wagga is the state's second largest inland city after Maitland and is an important health, agricultural, military, tertiary and transport hub. The ninth largest inland city in Australia, Wagga is located midway between the two largest cities in Australia - Sydney and Melbourne - and is the major regional centre for the Riverina and South West Slopes regions. With four distinct seasons, there's always something new to explore. Wagga is noted for its delicious food and wine scene, wonderful galleries, tranquil riverbank walks, gorgeous gardens and parks, and a fascinating heritage. There are a number of strong, vibrant churches and it is a great place to live!



# Role Statement

## Purpose

The Business Manager is the most senior non-teaching position at Wagga Wagga Christian College (the College) and they carry responsibility for the financial and business operations of the College. The Business Manager is a member of the school executive and charged with contributing to and delivering the strategic vision 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 has a dual reporting line, to the Principal on all non-teaching aspects of the College including financial, management, corporate services, business and staffing matters and to the College Board as the company secretary and reporting on all financial and business activities. The dual reporting line requires tact, humility, transparency, honesty and accountability.

Communication from the Business Manager to the College Board should be confirmed in the first instance by the Principal, to ensure consistency in relation to business and operations, and to the Chair in relation to company secretariat matters.

The Business Manager is a member of the Executive Team and also attends meetings of the College Board.



## 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 Christian affiliation and spiritual life of the College
- Model Christian values in all dealings
- Encourage the development of social conscience as an essential aspect of the College operation
- Ensure that College policy and practice nurture respect for difference in all its forms
- Promote a sense of collaboration and affinity with the Christian Churches

## Company Secretary

- Provide company secretarial and governance support to the Board of Directors of the College in accordance with the school's constitution and government requirements.
- Assist the Principal and the Board in relation to understanding of relevant legislation, including in relation to Child Safe Standards and WHS.
- As directed by the Principal, provide support to the College 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

## Business & Operations

### Overview

- Ensure and be responsible for the effective and efficient business operations of the Finance, Administration, HR, IT, Development and Property areas of the College, supported by and leading staff in each of these areas
- Provide leadership and supervision of the College business operations ensuring the highest possible standard
- As directed by the Principal provide support to the College 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
- Ensure the various financial statements are prepared for the authorities to which the College reports, including the Finance Committee, Company Members and the State and Federal Governments

## Business & Operations cont.

- Implement effective ongoing procedures that ensure that the College meets all of 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 at all times
- 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, taxation and all statutory duties

### Planning and Budgeting

- Develop and implement an effective process of budget development and approval in collaboration with the Principal and the Finance & Risk Committee
- Implement effective procedures for the involvement of other members of the College Leadership, Team and Faculty coordinators in the annual budget development process
- Prepare operating and capital expenditure budgets for approval by the Principal and the College Board via the Finance & Risk Committee
- Supervise the implementation of all College budgets, provide cost centre leaders with regular accurate reports and ensure that the College's finances meet approved budget guidelines
- Role model best practice in support of the Colleges Strategic, Operational and Master planning processes, including preparation of long term financial and facilities planning for consideration by the Principal and the College Board via the Board sub-committees

## Business and Operations cont.

### Property and Facilities

- Maintain and develop College facilities under the direction of the Principal and College Board
- Liaise with builders, architects and other consultants on major capital works in conjunction with the Property Manager.
- Arrange adequate insurance for College property, 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 for the role

### Information Technology

- Coordinate under the direction of the Principal and in conjunction with the IT Service Delivery Manager implementation of the strategic plan of the College in relation to Information Technology
- Manage, in consultation with the IT Service Delivery Manager, the day to day operation and development of Information Technology infrastructure, systems services of the College
- Ensure that software licenses are maintained and effective data and cyber security and emergency fail safe processes and policies are established

### Strategy and Development

- Actively participate with the Principal in the development of strategic planning and business case modelling for new initiatives and projects
- Lead the implementation of strategic plan imperatives in the business services of the College, and facilitate strategic plan resourcing and delivery



## 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 economically but with due regard to quality

### **General Business Operations Management**

- Formulate, with the Principal and the College 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 their role as Chief Executive Officer of the College.
- Be the Principal's representative in relation to Non-Teaching Personnel, Property, ICT, Capital Works and other matters as directed.

### **Oversight of Organisational Risk**

- Oversee College risk management systems, planning and reporting
- 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 WHS legislation and NSW 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, insurers 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/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 will, from time to time, be asked to take on extra duties that are assigned by the Principal or Board

### Performance Review

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



## Salary & 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 NSW.

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 interstate interviewees, this includes reimbursement of a return economy airfare, or its equivalent, accommodation and other travel costs.

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 starting date is negotiable, according to the circumstances of the successful applicant, as is the period of the contract (normally 5 years).

## Information you should access

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

- Business Manager Information document (this document)
- [Wagga Wagga Christian College Company Constitution](#)
- [Statement of Faith](#)

Our website [www.wvcc.nsw.edu.au](http://www.wvcc.nsw.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.
- Qualifications and experience
- Church membership and involvement
- 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 send your application to the CEN Consultancies Administrator, Melinda Simson, via [consultancy@cen.edu.au](mailto:consultancy@cen.edu.au)

Please include details of relevant professional memberships or accreditation and any copies of academic transcripts. You will receive an acknowledgement confirming receipt of your application.

## Closing Date

The closing date for applications is COB **Wednesday 19 November 2025**

**Please note that applications will be assessed as soon as they are received and some initial conversations with the consultants may occur before the closing date.**



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