



**OXLEY**  
CHRISTIAN COLLEGE

**INFORMATION FOR APPLICANTS**

**BUSINESS MANAGER**



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# **INFORMATION FOR APPLICANTS BUSINESS MANAGER**

The Oxley Christian College Vision Statement is:

**To delight in God's love through inspired learning.**

The Oxley Christian College Mission Statement is:

**To provide an education for excellence within a Biblical  
Christian worldview.**

Oxley is a Christian College committed to excellence in teaching and learning through which students develop their unique abilities in a secure and stimulating environment. Each student is nurtured towards a personal faith in Christ, an understanding of Christian values and a commitment to serve God in His world.

## The College

Oxley Christian College is an independent, inter-denominational, co-educational Christian organisation which offers an education from Prep to Year 12 (P-12). It enjoys a reputation for excellence in teaching and learning with a median study score of 33.4 in 2023. The College is located on a spacious, beautifully maintained campus of 29 hectares with its founding church, Life Ministry Centre, on Old Melbourne Road, Chirnside Park, an outer eastern suburb of Melbourne. The College was established in 1979 and is governed by a Council that is accountable to the Elders and Directors of Life Ministry Centre Ltd. (LMC Ltd).

Oxley is a vibrant community in which students and staff are enthusiastically involved. Each student is recognised as a unique creation of God with his or her own talents and learning needs. The intellectual, spiritual, physical and social development of students is nurtured in the context of a Christian framework that fosters in each student high self-esteem, self-discipline, respect and compassion for others.

Some 160 staff members are dedicated to student care and promote excellence in all aspects of College operations. They enjoy very high levels of respect and co-operation from the students in a friendly, optimistic atmosphere, which emphasises courtesy and concern for the welfare of others.

Oxley has recently completed its building program with the addition of a magnificent new Junior School and Middle School. These are offset by new landscaping and playgrounds. With its established oval and other large buildings, the Oxley campus offers an excellent ambience for life as a student or staff member.



## Integration of ICT

In equipping all students for the challenges of this century, that the College ensures all students have a broad and robust set of skills relating to the use of computers. This is achieved both through specific Information Technology teaching, as well as the integrated use of software packages in pedagogical practice across a range of disciplines. The College operates a 1:1 MS Surface Pro program and has installed MS Surface Hubs in all its new classrooms. The College is a MS Lighthouse school.

## Enrolments

The College enjoys an excellent reputation in its region and draws students from an extensive catchment area. It is well known internationally and seeks to attract about 10% of students from overseas as Full Fee Paying Students (FFPOS). Some year levels are currently waitlisted.

As a Christian College, Oxley attracts Christian families of all denominations. Enrolment is open to any families who wish to educate their students in a Christian environment.



# INFORMATION RELATING TO THE POSITION OF BUSINESS MANAGER

## General

The Business Manager will be a committed Christian from a mainstream Christian denomination, possessing suitable qualifications and experience appropriate to the position.

The Business Manager is responsible to the Principal in all matters concerning the administration of the College reporting regularly to the Principal and College Council. The Business Manager, under the direction of the Principal, provides strong and visible Christian leadership of the College Administration.

Applicants for the role will have a strong calling from God that the role is a ministry under the leadership of Christ and in the spirit of the Biblical verse from Colossians 3:17:

*"And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through Him."*

## Duties and Responsibilities

The following description of duties associated with the Business Manager role is not exhaustive and may vary from time to time.

The Business Manager shall be accountable to the Life Ministry Centre Directors via the College Council and Principal. The Business Manager is a member of the College Executive that is an advisory team to the Principal.

The duties and responsibilities of the Business Manager are the management of the financial, human resource, regulatory compliance and non-teaching operational areas of the College.

The functions cover many specific areas including the following:

- secretary to the Council and the various Council sub-committees
- supervision of all the College's finances, accounts, audits, annual budgeting and cash management and all other financial aspects of the College operations
- oversight of property maintenance
- human resource management
- compliance with all State and Federal legislation covering the operation of College and accountability requirements
- all non-teaching areas of operations including insurance, Canteen, Occupational Health and Safety and management of the administration functions of the College.

The successful applicant will have appropriate qualifications and experience in the administration of the areas for which he/she is directly responsible.

## Secretary to the Council

As Secretary of the College Council, the Business Manager is responsible for the preparation and presentation of monthly reports, benchmarks, and Minutes of the Council's monthly meetings.

## Finance and Accounting Responsibilities

- Prepare the College 5 Year Business Plan and update, as required.
- Preparation of annual budgets, including the determination of fees and oversight of College expenditure and commitments.
- Overseeing the presentation of monthly income and expenditure accounts and the preparation of the annual operating statement and balance sheet.
- Management of relevant purchasing procedures and payment of College accounts.
- Supervision of staff in the preparation of payments for all teaching and non-teaching staff salaries and wages.
- Preparation and management of all staff employment contracts.
- Supervision of staff engaged in the debtor management, collection of fees and other monies.
- Management of the College cash flow.
- Analysis and reporting of costs and other statistical records.
- Overseeing the maintenance of the asset register.
- Maintaining and submitting annual returns and any applications to the various State and Federal funding bodies.
- Supervision of monies collected within the College.
- Management of the College annual audit program.

## Employment Awards

Administration and interpretation of matters arising out of the various employment awards under which the College staff operate and liaising with employer group representatives for advice in respect of the various awards.

## Buildings and Grounds

Liaising with the Property Manager with respect to maintenance of the College buildings and grounds and development of comprehensive property management programs and budgets each year.

## Other Duties

- The Business Manager is expected to keep abreast of developments in the financial management of Independent Schools in Australia and of changing government policies affecting the funding of independent Schools, and accordingly to be able to advise the Principal and Council of such matters. Membership of and active participation in the appropriate professional bodies is essential.
- Assisting with special appeals for capital funds and administering the College Building Fund.
- Assisting the Principal in public relations aspects of the College operation.



## Administration Staff

The College employs various staff who are responsible to the Business Manager and assist the Business Manager in his/her duties. These staff include:

- Accounts Payable Officer
- Accounts Receivable Officer
- AV and Performing Arts Building Manager
- Business Operations Officer
- Canteen Manager and Canteen Assistants
- Enrolment Registrar and Assistant to the Registrar
- First Aid Coordinator
- Marketing Officer
- Office Manager
- Receptionists and General Administration Support
- Visual Communications Officer

## Executive Membership - Section Heads

The Business Manager is a member of the College Executive.

The College ICT staff are led by the Director of ICT who is also a member of the College Executive, and by the ICT Operations Manager. The Business Manager role has a professional engagement with the Director of ICT, who currently reports to the Managing Director in a LMC Ltd capacity.

The College educational staff report to the Head of Junior School or to the Head of Senior School, who are also members of the College Executive. The Business Manager role has a professional engagement with the Heads of Schools.

The members of the College Executive are an advisory group for the Principal and are known as Section Heads.

## TERMS OF APPOINTMENT

### General

The Business Manager is appointed by the Directors of LMC Ltd in consultation with the College Council and Principal. The salary and conditions of the position are at a level commensurate with those of similarly placed Business Managers of similar independent Colleges.

It is intended that the Appointee will commence at the start Semester 2 of the 2024 College year, with an exact date to be negotiated.

### Length of Contract

The initial contract is proposed to be a three (3) year term with a renewal option. It includes a 6 month probationary period.

### Termination

The appointment may be terminated by six months' notice by either the Business Manager or the Directors and/or for other reasons as detailed throughout this information document.

### Working with Children's Clearance

Prior to commencing employment, the successful applicant must provide a Working with Children Clearance Card. In the event that he/she commences employment with the College and is issued with a Negative Notice from the Department of Justice, the College reserves the right to terminate employment without notice.

### National Police Check

Prior to commencing employment, the successful applicant must provide a National Police Check. In the event that of commencing employment with the College and a valid Police Check is not provided, or subsequently a Police Check confirms a record of relevant criminal activity, the College reserves the right to terminate employment without notice.

### Leave Entitlements

Four weeks annual leave is granted as and when duties permit, but generally leave is expected to be taken during school term breaks. Long-service leave entitlements will accrue at the rate of three months for every ten years' service, with opportunity to take leave after seven years completed service. Other entitlements will be as per the National Employment Standards (NES).

### College Policies

The College has formulated a series of policies, procedures and guidelines related to various aspects of the College's operation.

Although policies, procedures and guidelines will not be incorporated into a contract of employment, the successful applicant will be expected to be sufficiently familiar with and to diligently comply with these requirements, as varied from time to time.



## Dress Standard

Oxley Christian College has a dress standard policy that is required to be adhered to and a copy is attached for information.

## Declaration of Faith

Oxley Christian College also has a Declaration of Faith that all staff are expected to sign on appointment. A copy has been included for information.

## Intellectual Property

Unless otherwise agreed by the College in advance and in writing, the Business Manager:

- (a) will need to assign to the College all future rights (other than moral rights) to intellectual property throughout the world (including copyright) in all inventions, models, designs, drawings, plans, software, reports, proposals and other materials created or generated by you (whether alone or with the College, its other employees or contractors) for use by the College;
- (b) will need to acknowledge that by virtue of this provision all such future rights will vest in the College; and
- (c) must do all things reasonably requested by the College to enable the College to assure further the rights assigned above.

## Confidentiality

In the course of his/her employment, the Business Manager will have access to Confidential Information about the College and about its students, parents and employees.

Confidential Information includes information about the affairs, processes, dealings, finances, organisation and personnel, including students, parents and employees, of the College.

Confidential Information may be used solely for the purpose of performing the employee's duties with the College. Confidential Information may only be disclosed:

- to persons who are aware and agree that the Confidential Information must be kept confidential or to persons who have signed a Confidentiality agreement, as required by the College from time to time, and either:
  - have a need to know (and only to the extent that each has a need to know); or
  - have been approved by the College, as relevant; or
- that is required by law to be disclosed.

This and similar confidential information is not to be imparted deliberately or carelessly to any person at any time who is not authorised by the College Principal to receive it. This obligation continues both during and after your employment with the College.

Where the Business Manager is in possession of documents, software or notebooks containing confidential information or material, he/she is responsible for the security of these items at all times.

A breach of these conditions while employed with the College may be grounds for summary termination of employment. If disclosure in breach of these conditions should be made after employment with the College ceases, then the College may apply for an injunction to restrain the breach in addition to claiming damages for losses suffered.

Any suspected or actual unauthorised use, copying, or disclosure of Confidential Information must immediately be reported to the Principal.

The Business Manager will provide assistance requested by the College in relation to any proceedings that the College may take against any person for unauthorised use, copying, or disclosure of Confidential Information.

## Ethos

The Business Manager must support the Oxley Christian College guidelines and conduct him/herself in a way which is consistent with the ethos of Oxley Christian College. He/she must also implement the programs, administrative practices and other activities as decided by the College.

## Employee Obligations and Involvement in the Life of the College

As an employee of the College, the Business Manager must:

- serve the College faithfully and diligently to the best of his/her ability
- act in the best interests of the College
- support the College and conduct him/herself in a way which is consistent with the ethos of the College
- offer Spiritual/Pastoral guidance of Office and non-teaching administration staff in regard to the College environment
- comply with all lawful directions of the College
- comply with all law applicable to the position and the duties assigned to him/her
- where requested, agree to any reasonable request to be examined by a medical practitioner nominated by the College who will provide a report to the College
- not engage in any other employment or business without the prior approval of the Principal. Approval will not be unreasonably withheld
- attend staff, executive and other leadership meetings, as required
- be involved in College events, as required
- be supportive of all College staff members
- devote the whole of his/her time during hours of work for the College.

The College reserves the right to commence disciplinary action in accordance with any of its policies and/or procedures for non-compliance with any of the employee obligations set out above. Disciplinary action may include termination of employment.

If, at any time, the Business Manager becomes aware of, or suspect any unlawful act or omission by any employee of the College, he/she must advise the Principal immediately.

## APPLICATIONS

Applications for the position of Business Manager should include on the attached application form:

- Name in full.
- Address and contact details.
- Details of education, academic and professional qualifications.
- Outline of career and positions held.
- A recent photograph (to assist short list interview procedure).
- Names, addresses and telephone numbers of three confidential referees, preferably one of whom shall be the applicant's present employer and another who is the applicant's church pastor or minister. (Please state clearly on your application form (in bold type) if you do not want any of your referees contacted prior to interview.)
- Working with Children Check Card (or a copy of your check application).
- National Police Check (or a copy of your check application).
- Cultural, recreational, and other interests.

The College Council reserves the right to require the applicant to undergo a medical examination by a doctor of its choice.

**Closing date is 30 April 2024**

Applications should be marked **Confidential** and addressed to:  
The Principal, Dr Douglas Peck, and sent (by post or email) to –

By Post

**Mrs Brialey Brightwell  
Personal Assistant to the Principal  
Oxley Christian College  
P.O. Box 553  
LILYDALE 3140**

By Email

**prinsec@oxley.vic.edu.au**

## **INSTRUCTIONS FOR APPLICANTS**

### **Please provide the following information:**

1. Your personal curriculum vitae
2. A completed application form
3. Certified copies of your qualifications or academic transcripts
4. A covering letter that states why you wish to apply for this position and addresses the key criteria
5. Your personal statement of faith
6. Current Working with Children Clearance and National Police Check (or copies of applications for those checks)

### **Key Criteria**

Please provide statements or evidence regarding your:

- history of previous successful and relevant financial management experience, in a similar environment
- capacity to think strategically in financial management and non-teaching operational areas of the College to forward the College's vision and mission
- leadership skills in managing a large and diverse group of non-teaching staff
- commitment to excellence and quality assurance in all financial, administration and non-teaching operational areas of the College
- capacity to manage complex Government reporting and accountability requirements.