



BUSINESS MANAGER

JOB & PERSON SPECIFICATION

JANUARY 2021

JOB AND PERSON SPECIFICATION

POSITION TITLE: Business Manager

AWARD AND CLASSIFICATION: Non Award position

TYPE OF APPOINTMENT: **HOURS PER WEEK: 25** **DATE CREATED: 5/2016**
(x) Permanent **LAST REVISION: 1/2021**
() Fixed term (5 years)
() Other paid
() Volunteer

JOB SPECIFICATION

1. Summary of the broad purposes of the position

The Business Manager is responsible for providing effective and efficient business, financial management, asset management, people management, governance and risk management services to the Pilgrim Uniting Church Council and the Operations Committee to support the Vision and Mission of the Church.

2. Reporting/Working relationships

The Business Manager:

- is accountable to the Pilgrim Church Council (Pilgrim);
- reports on a day to day basis to the Chairperson of Pilgrim Church Council
- works closely with the Officers of Church Council, Ministerial Team, Pilgrim staff, Committees and volunteers
- supervises the Office Administrator and coordinates the activities of other office staff, caretakers, and cleaners
- develops effective relationships with organisations and the public who access facilities and the hospitality provided by Pilgrim.
- develops effective working relationships with the Pilgrim Congregation and Synod.

3. Special conditions

Prior to appointment and at a frequency determined by the Pilgrim Uniting Church Council, the Business Manager will be expected to submit to the satisfactory completion of the Department of Human Services Checks through the Uniting Church Synod office.

Flexible hours and some after-hours work as required from time to time.

4. Statement of Key outcomes and associated activities

4.1 Efficient and effective business, financial, asset, governance and operational management:

- Church Council and the Operations Committee are well supported particularly in the areas of good governance, financial management, asset management, compliance, policies and procedures, risk minimisation and management, and succession planning.

- An Executive Officer role is provided to the Pilgrim Foundation Inc.
- Pilgrim's financials and other related funds are prepared, managed, monitored and reported in accordance with the Australian Accounting Standards and other statutory requirements, including regular reports to Church Council and Pilgrim Foundation Inc.
- Church facilities are well managed and maintained, effectively promoted, and meet the requirements of internal and external users.
- Compliance and risk management obligations are met consistent with Pilgrim's Policies and Procedures (Church Council, Finance, Human Resources, Information Technology and Work, Health and Safety) and are implemented as appropriate.
- The Pilgrim office and hospitality services operate smoothly with paid and volunteer staff being appropriately deployed, trained and developed.

4.2 Strategic thinking and planning:

- Opportunities for leveraging existing resources and assets are identified, analysed and recommendations made to Church Council and/or Operations Committee.
- New opportunities and initiatives are identified and professional business cases prepared as required.
- Assistance is provided in the development of operational business plans in accordance with the mission, vision, values, and goals of Pilgrim Church.

4.3 Other duties

- Accepts responsibility for own and others' safety, and adheres to Pilgrim's Work, Health and Safety Policy and Procedures.
- As required, other business support duties are undertaken consistent with the position classification and skills requirements of the position.

PERSON SPECIFICATION

Essential Minimum Requirements

A. Qualifications

Tertiary qualifications in finance, business management or related disciplines

B. Personal experience, abilities, aptitudes and skills

Experience in:

- Positively representing the vision, mission and activities of an organisation.
- Effectively operating and managing an office, including establishing and continuously improving office systems, policies and procedures.
- People management, including staff training and development, performance management, and fostering a culture of team cooperation.
- Working as a member of a team to deliver organisational objectives and high levels of service to internal and external clients.

- Preparing and managing budgets in accordance with the Australian Accounting Standards and the reporting requirements for not-for-profit organisations.
- Identifying and analysing new initiatives and opportunities and developing professional business cases.
- Preparing operational, governance and risk management policies and procedures.

Ability to:

- Determine priorities, display initiative, manage complex and competing priorities and develop effective solutions.
- Demonstrate resilience, flexibility and creativity to respond to changing circumstances.
- Foster the trust and cooperation of others both within and outside the Church through the use of sound interpersonal skills, and effectively communicate with people of diverse backgrounds, life situations and needs.
- Prepare high level reports, business cases and other forms of communication.

Knowledge:

- Sound knowledge of accounting processes, systems, statutory compliance requirements, and the Australian Accounting Standards.
- A comprehensive knowledge and use of office based information management systems.

Other:

- A strong commitment to the ethos and mission of The Uniting Church in Australia.

Desirable Requirements

A. Qualifications

As above

B. Experience

- Experience in the not-for-profit or human services sectors.
- Experience with networked Information Technology systems.
- Experience in reporting to and/or providing advice to a Board, Council or Committee.
- Experience in strategic planning.

C. Knowledge

- Sound working knowledge of the Microsoft suite of programs and other administration and financial management software packages.
- Working knowledge of the organisational, governance and regulatory structures of the Uniting Church.
- Active participation in the life of a congregation in the Uniting Church or other mainstream Christian denomination.
- Working knowledge of market based investments and insurance related issues.



HOW TO APPLY

Applications should be addressed to Justin Hinora. Please visit henderconsulting.com.au to apply.

For a confidential discussion, please call Justin or Christian Gaszner on (08) 8100 8849.

Please Note

Your application will be automatically acknowledged by a return email.