

# BUSINESS MANAGER

## JOB DESCRIPTION AND PERSON SPECIFICATION



### **Primary Objective:**

The *Business Manager* is a key member of the State Office Team of Churches of Christ in SA & NT, resourcing the mission of affiliated congregations. The *Business Manager* will provide oversight of *financial, operational and governance* processes for Churches of Christ in SA and NT Inc. In carrying out their duties and responsibilities, the *Business Manager* will report to and be directly accountable to the State Minister. To achieve these ends, the *Business Manager* will give due regard to the Constitution, Objectives and Strategic Directions of Churches of Christ in SA & NT.

This is a full-time position, but consideration may be given to suitable applicants who would prefer less than full-time employment.

### **Term of Appointment:**

An initial term of 5 years [with the possibility of reappointment following an appraisal process]. A probationary period of three months will apply.

### **Salary:**

Salary is negotiable depending on the applicant's qualifications and experience

### **Key Responsibilities:**

The *Business Manager* will be required to undertake the following duties and responsibilities to a satisfactory performance level as determined by the State Minister:

#### **Finance:**

1. Monitor the financial health of the Conference (in partnership with the Treasurer of State Board) in light of existing and new programs and to make appropriate recommendations to the State Minister.
2. Convene the Finance Committee and Audit Committee of State Board.
3. Oversee and direct the *Finance and Resourcing Support Officer* in the preparation of annual budgets (in partnership with the Treasurer of State Board).
4. Oversee and direct the *Finance and Resourcing Support Officer* in the preparation of reports and documentation for annual audit process (in partnership with the Treasurer of State Board).
5. Oversee the investment portfolios of Churches of Christ in SA and NT Inc. (in partnership with the Treasurer of State Board).
6. Oversee the financial and business relationship with *Churches of Christ Financial Services*.
7. Supervise the financial processes/functions of the State Office.
8. Provide financial information to State Minister, Work Groups and State Ministry Team as requested.
9. Oversee the development of promotional and fundraising strategies for Churches of Christ in SA and NT Inc.
10. Convene the Ministers' Salaries Advisory Committee.
11. Ensure that proper financial reports and agendas are prepared for the meetings of State Board, in consultation with the Treasurer of State Board.

**Operational:**

1. Ensure that the organisation complies with all statutory and legislative requirements, advising the State Minister and State Board accordingly.
2. Convene the Convention Planning Committee and prepare, with the President and State Ministry Team, the business of State Conference and its publicity.
3. Develop and monitor policies for the operation of the State Office, as required, in consultation with the State Minister.
4. Supervise the management and maintenance of the IT resources of the State Office
5. Assist Member Churches in statutory, financial, property, copyright and insurance matters.
6. Such other duties required from time to time by the State Minister.

**Governance:**

1. Ensure that proper agendas are prepared for the meetings of State Board, in consultation with the State Minister.
2. Assist State Board and Member Churches in Constitutional and Governance matters.

**Qualifications and Experience:**

The successful candidate will have experience and qualifications that entitle them to membership of one of the recognised accounting bodies [eg. CPA, CA, IPA].

The successful candidate will have significant experience in an organisation involving the activities listed under **Key Responsibilities** above, and experience in managing supporting staff.

**Person Specification:**

The successful candidate will also be a person who has:

- an appreciation of the ethos and ministry of Churches of Christ, and a strong commitment to working in a faith-based environment in which the values of integrity, respect, collaboration, teamwork and confidentiality are paramount
- the ability to efficiently and professionally manage competing priorities and challenging situations
- a good working knowledge of employment related legislation
- high standard problem solving, analytical and negotiation skills
- ability to handle pressure
- aptitude for identifying opportunities for improving performance
- high standard written and verbal communication skills
- the capacity and desire to work as a team player
- the commitment to being part of, and enhancing, the collegiality of the office environment

**Commencement Date:**

June 2017 [negotiable]

**Applications close Tuesday 18 April 2017**

Applications addressing the above Job Description, and containing the names and contact details of two confidential referees should be forwarded by email to Dr Greg Elsdon, the State Minister of Churches of Christ in SA & NT at – [gelsdon@churchesofchrist-sa.org.au](mailto:gelsdon@churchesofchrist-sa.org.au) - by the close of business on Tuesday 18<sup>th</sup> April 2017. All applicants will be contacted regarding their application by no later Monday 24<sup>th</sup> April 2017.