

Overview

North Coast Church seeks to employ a permanent part-time Business Manager beginning November 2021. The role may be 2 or 3 days a week, depending on the skill range of the successful applicant.

The Business Manager oversees the risk management, financial and contractual aspects of North Coast Church. The role reports to and works closely with the Lead Pastor. The role also works with the Treasurer and Oversight Board.

Three positions report to the Business Manager role: Accounts Officer, Maintenance Coordinator and Office Administrator. The Business Manager also coordinates and oversees the engagement of a number of voluntary committees that provide advice and support in specialist areas relating to the role.

The role offers the opportunity to be engaged in satisfying and meaningful work, while having flexible working arrangements that facilitates and encourages a healthy work-life balance and enables the successful applicant to pursue other commitments or opportunities.

North Coast Church, located in the suburb of Balcatta, is an independent church with Christian, evangelical and reformed convictions. It has the vision and values stated below, expanded on in its [Statement of Beliefs and Values](#), that inform and reflect its strategic direction and decisions.

Vision	We see Jesus standing with crowds of people from Perth & beyond made alive by His Spirit through His gospel and delighting in Him for all eternity to the glory of God the Father.
Values	Biblical; prayerful; devoted; godly; loving; committed; generous; persevering.

For more information about NCC, please see northcoastchurch.org.au. NCC is part of the Fellowship of Independent Evangelical Churches (fiec.org.au).

Key responsibilities

Finance

- Oversee and contribute to preparation of annual church budget and mid-year budget review
- Oversee and contribute to preparation of financial statements and audit reports for external audit; liaise with the auditors as required
- Oversee and contribute to preparation of financial reports for Board and church members, including cash flow forecasting and financial modelling
- Management of member loans and pledges
- Ensuring appropriate financial policies, procedures and controls are in place to mitigate risk

- Initiate and manage engagement with Finance Committee and Treasurer as required

Governance

- Work with Lead Pastor to prepare agenda for Oversight Board meetings
- Attend and contribute to Oversight Board meetings as required
- Work with Lead Pastor and Oversight Board to prepare for members meetings
- Assist Lead Pastor and Oversight in developing the strategy of the church
- Oversee and contribute to completion of regulatory reports
- Ensure keeping of various records as required

Building

- Ensure compliance with applicable building standards
- Finalise and implement Asset Management Plan
- Maintain Emergency Procedures and organise staff training in procedures
- Oversee venue hire process and templates
- Ensure compliance with food business registration requirements
- Work with Maintenance Coordinator to ensure maintenance of building
- Ensure compliance with COVID requirements e.g. spacing, attendance recording etc.
- Monitor and proactively manage car-park and pedestrian risk for gatherings

Human resources

- Oversee onboard and offboarding of employees, trainees and high-level volunteers
- Ensure appropriate contracts in place for all employees, trainees and high-level volunteers
- Maintain and provide training in Human Resources Manual
- Update contract templates and draft new policies as required
- Work with Lead Pastor to ensure proactive performance accountability and management
- Review and manage employee leave applications

Legal and contractual

- Oversee compliance with applicable laws including employment law, privacy and discrimination
- Assist with maintenance of and compliance with North Coast Church's constitution and by-laws
- Oversee contractual relationships entered into
- Ensure compliance with and renewal of contracts as required

Child safety

- Ensure compliance with existing Child Protection Policies and Procedures
- Regularly review child safety policies, procedures and practice and update as required
- Monitor processes and spot-check to ensure all requirements being met
- Actively advocate for child safe culture

Other

- Engage volunteer committees to provide advice and support on as required
- Ensure website up to date and request amendments as required
- Ensure appropriate insurance policies are in place, renewed and complied with
- Ensure appropriate controls in place to protect the people data that is collected and stored

Selection criteria

- Able to demonstrate experience of or ability in key responsibilities listed above
- Excellent interpersonal and people-management skills
- Strong leadership abilities demonstrating project management and collaborative engagement
- Strong ability to take initiative and be proactive
- Ability to work both autonomously and as part of a team
- Excellent oral and written communication skills
- Strong attention to detail
- Organised and diligent work ethic
- Mature Christian faith with convictions that are in line with North Coast Church's vision, beliefs and values
- Appropriate qualifications and/or experience the key areas of responsibility listed above
- Minimum work experience of 5 years
- Not-for-profit experience desirable but not required

Application process

To make an application for this position, please submit the following to Gemma Bronkhorst, Business Manager (gemma@northcoastchurch.org.au) with "Business Manager" in the subject line:

1. A letter outlining reasons for applying for this position and providing responses to the selection criteria including recent examples where relevant; and
2. A CV that includes the names of at least 3 relevant referees.

Any questions about the position or application process should be sent to the same email address.

Applicants should be Australian Citizens, Permanent Residents or persons who hold a valid work permit or visa to work in Australia. If an offer of employment is made to someone outside these categories, it will be conditional on the appropriate work visa being secured by the candidate prior to their commencement.

Applications close 10 October 2021.