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## POSITION DESCRIPTION

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### Seeds Uniting Church



## Business Manager

### *Person & Position Description*

- Position:** Business Manager – position (0.5 FTE)
- Our Church:** Seeds Uniting Church is a community church of 1,400 people with an average weekly attendance of 800 people. The mission statement of the Church is “bringing people to Jesus, transforming them into His passionate disciples.”
- Reporting:** The Business Manager is accountable to the Church Council through the Senior Pastor.
- Relationships:** The Business Manager will work closely with the Senior Pastor, Treasurer, Accounts Manager, Seeds Staff, Church Council, Seeds Program leaders, Nu4U staff and the Uniting Church Synod.
- Principal Focus:** The Business Manager will under the leadership of the Senior Pastor oversee the development and provision of all business and administrative functions of the Seeds Uniting Church, including compliance to appropriate regulatory authorities related to:
1. Finance and Accounting
  2. Human Resources
  3. Information Technology
  4. Business planning and development
  5. Seeds Business (2 NU4U Op shops)
- Key duties:** The Business Manager will be responsible for:
- Human Resources
  - Leadership in corporate governance
  - Purchasing
  - Business planning and development
  - Privacy
  - Copyright and licencing
  - Legal/non-ministry related complaints

- Insurance and Risk Management
- Business and business support policies and procedures
- Investment analysis and business cases for capital purchases
- Compliance with all B&BS related statutes and regulations
- Maintaining key relationships outside of Seeds
- Oversight of NU4U shops.
- Oversight of the Accounts Manager
- Assisting the program leaders of Seeds in establishing effective governance practice

**Characteristics:** The Business Manager will be a person who exhibits the following characteristics:

1. A mature Christian who is deeply committed to Jesus Christ, is open to the leading of the Holy Spirit and whose life evidences the fruit of the Spirit (Galatians 5:22-23).
2. Has a strong and genuine desire to see people become disciples of Jesus Christ.
3. Has a developing personal devotional life.
4. Accepts wholeheartedly the mission of the Seeds Uniting Church.

**Personal abilities, gifts and skills:**

The Business Manager will be a person who exhibits the following abilities gifts and skills:

1. Strong understanding and knowledge of accounting practices.
2. Well-developed understanding of the MYOB accounting system.
3. Excellent computer skills and knowledge of "Office Excel & Word" software.
4. Well-developed communication skills both oral and written.
5. Accuracy in recording.
6. Demonstrable strong team orientated practices.
7. Understanding of corporate governance.
8. Strong interpersonal skills.
9. A visionary person with the ability to inspire and encourage.

**Qualifications:** Tertiary qualification in a relevant field which may include but not limited to: management, financing, business studies; or substantial demonstrated experience in a relevant field.

**Working hours:** 3-year part-time contract - (FTE 0.5) 18.75 hours per week with flexible hours to be negotiated.

**Special Conditions:**

1. Willingness to undertake a satisfactory National Police Check prior to commencement.
2. Some out of hours' work will be required including attending Church Council Meetings when required.
3. Child Safe Environment Training within 3 months of commencement.

**Remuneration:** \$39,000 per annum

Confidential applications and/or expressions of interest, detailing the skills, experience and qualities you can bring to this position should be emailed to

[sarah.beresford@seedschurch.org](mailto:sarah.beresford@seedschurch.org)

**Applications close midnight Sunday 4<sup>th</sup> February 2018.**

