

**Business Manager Position
Dale Christian College (K-12)**

Salary Range: \$150,000 - \$170,000 & Superannuation

FTE: Full Time (Monday – Friday)

Commencement Date: 13 April 2026 or earlier by negotiation

Reports to: College Principal

Direct Reports: Payroll (including external providers), Bookkeeper, Administration

Key Internal Relationships: Principal, Deputy Principals, Office Manager, WHS Coordinator, IT Manager, Enrolments/Reception, Facilities/Maintenance

Key External Relationships: College Board/Finance Committee, Auditors, Bank(s), Insurance/Compliance, AISWA/CSA and other sector bodies as required, ATO/Superannuation funds, EFS and Government funding bodies, suppliers/contractors

Position Outline

The Business Manager at Dale Christian College provides leadership and oversight of the college's financial management and key business operations to ensure strong stewardship, sound internal controls, and clear, timely reporting.

Working directly with the principal, the role supports strategic decision-making through college wide and area specific budgeting, forecasting, compliance and financial analysis, while ensuring efficient day-to-day accounts oversight appropriate to an independent K–12 school of approximately 700 students. The Business Manager works collaboratively with leaders and support staff to enable excellent educational outcomes in a financially sustainable manner.

Key Responsibilities

1. Budgeting, Forecasting & Financial Planning

- Lead the annual budget process, including timelines, assumptions, consultation with leaders, and preparation for Principal review and Board approval.
- Prepare rolling forecasts and multi-year financial projections aligned to enrolment trends, staffing and College priorities.
- Provide scenario modelling and advice on sustainability, affordability and financial risk (e.g., enrolment variations, wage movements, CPI impacts).
- Monitor budget performance and suggest corrective actions where required.

2. Financial Reporting, Analysis & Advice

- Prepare monthly management accounts and ready reports with clear variance of commentary, trends, and key risks/opportunities. A dashboard layout would assist in this area.
- Provide timely financial advice to the Principal and College Leadership Team to support operational and strategic decisions.

- Prepare annual financial statements and coordinate required internal and external reporting.

3. Financial Controls, Governance & Audit Readiness

- Maintain effective internal controls, including purchasing and payment approvals, delegations, reconciliations and record keeping.
- Oversee month-end processes including bank, balance sheet and key control account reconciliations, ensuring accuracy and completeness.
- Maintain oversight of the fixed asset register and ensure appropriate accounting treatment for assets and depreciation.
- Coordinate annual external audit processes, including preparation of working papers and liaison with auditors.

4. Accounts Oversight (Receivables, Payables & General Ledger)

- Oversee accounts payable processes, ensuring invoices are coded correctly, authorised appropriately and paid on time.
- Oversee accounts receivable processes, including accurate raising of invoices and timely receipting/allocation of income.

5. Fees, Billing & Debtors Management

- Oversee fee billing cycles and parent account statements through the College management system (e.g., TASS), ensuring accuracy and timeliness.
- Implement and manage consistent follow-up processes for overdue accounts, including payment plans and escalation as authorised.

6. Payroll Oversight & Employment Cost Compliance

- Ensure accurate and timely payroll processing (in-house or outsourced), including correct pay, leave, allowances and superannuation.
- Maintain oversight of leave balances and payroll records and ensure confidentiality of staff information.
- Ensure compliance with statutory payroll obligations (PAYG, superannuation, reporting requirements) and relevant industrial instruments.

7. Cashflow, Banking & Payments

- Oversee cashflow monitoring, banking arrangements and payment runs, ensuring appropriate authorisations and segregation of duties.
- Maintain oversight of corporate card usage and acquittal processes (where applicable).

8. Compliance, Statutory Reporting & Risk Support

Coordinate statutory reporting and returns as required (e.g., BAS, FBT where applicable, and other mandated returns).

Oversee insurance administration and claims coordination in liaison with brokers/insurers and College leadership.

Contribute to risk management through robust financial controls and accurate reporting.

9. Systems, Processes & Continuous Improvement (Finance)

- Lead continuous improvement of finance systems and workflows to improve efficiency and data integrity.
- Develop and maintain finance procedures, templates and guidance to support consistent practice across the College.
- Essential Skills, Knowledge & Experience
- Demonstrated experience in financial management (school or not-for-profit experience highly regarded), including budgeting, forecasting, cashflow oversight and monthly reporting.
- Strong understanding of internal controls, reconciliations, financial governance and audit readiness.
- High level analytical capability and the ability to communicate financial information clearly to -non-financial staff and Boards.
- Strong organisational skills with the ability to manage multiple deadlines and maintain high attention to detail.
- High level integrity, discretion and confidentiality in handling sensitive financial and staff information.
- Competence with finance and school management systems (TASS or similar desirable) and Microsoft Excel at an intermediate to advanced level.

Qualifications & Requirements

- Tertiary qualifications in Accounting, Finance, Business or a related field.
- Current Working with Children Check and Police Clearance (as required for employment in a school).
- Active Christian with ongoing Church involvement and a commitment to the Christian ethos and values of Dale Christian College.
- CPA/CA qualifications (or working towards) highly regarded.

Personal Attributes

- Service-oriented and solutions-focused, with a collaborative approach to supporting staff and families.
- Calm under pressure; able to exercise sound judgement and maintain professionalism in sensitive matters.
- Proactive and continuous improvement minded; willing to review and refine processes.
- Strong interpersonal skills and the ability to build trust with a wide range of stakeholders.

Other Requirements

- Attend relevant meetings and contribute to whole-College planning and improvement initiatives.
- Support College events and operational requirements as directed by the Principal, including monthly College Board Meetings.
- Maintain professional learning relevant to school finance, compliance and governance.
- Other duties consistent with the position, as reasonably directed.

How to Apply

Applications must be submitted via the following email: employment@dalecc.wa.edu.au, referencing the position title, and include the following:

- Covering Letter
- Completed Application for Employment Form (please copy and paste link) <https://dalecc.wa.edu.au/wp-content/uploads/2025/05/Application-for-Employment-2025.pdf>
- Curriculum Vitae, including two referee contact details (*Personal & Current Line Manager - will not be contacted unless shortlisted*)
- Pastor/Minister Reference Letter
- Evidence of current *WWCC, National Police Clearance, TRBWA Registration (If applicable), Australian Citizenship, Permanent Residency and Academic qualifications and transcripts (certified)*

All applications and enquiries should be addressed to

The Principal
Dale Christian College WA
P O Box 273
ARMADALE WA 6992

Applications not received via the above email address will not be accepted.

All candidates are subject to screening and assessment against child safety standards as part of the recruitment process at Dale Christian College WA.

