

# Business Administrator Job Description

## General Information

<b>Position:</b>	Business Administrator	<b>Reports to:</b>	Lead Pastor and Centre Director
<b>Term:</b>	2 year contract, 5 days a week		
<b>Remuneration:</b>	\$60,000-\$68,000 + superannuation		
<b>Start Date:</b>	By negotiation	<b>Date Reviewed:</b>	Annually
<b>Location:</b>	25 O'Brien's Road, Figtree, NSW 2525		

## Overview

NewDay Church (NDC) is an organisation which operates NewDay Kids (NDK) Early Learning Centre and we are seeking a quality administrator across the whole organisation, in accordance with standards, such as:

- the NewDay Church Charter and Procedures
- Children (Education and Care Services National Law Application) Bill 2010
- Education and Care Services National Regulations
- National Quality Standard for Early Education and Care
- Other relevant legislation.

The role does not include teaching or pastoral duties.

At NDC our vision and values are to be 'Christ's Family Serving Others' which also represent the values we espouse and NDK is a Long Day Care Centre that provides 58 places per day. As a Centre owned and operated by NewDay Church our vision is to be 'Christ's Family Serving Others' which also represent the values we espouse.

New Day Church website <http://www.newdaychurch.com.au/>

New Day Kids website <https://www.newdaykids.com.au/>

## Personal Qualities

- Able to work within the values of NewDay
- Strong interpersonal skills that support team work and a positive work environment
- Able to take initiative and adapt to changing situations
- Adept in learning and implementing new technologies, applications and systems

- An organised person able to self-manage and schedule work
- A keen attention for detail and understanding that the small stuff matters
- Operates with the utmost integrity and confidentiality
- All in all, a gifted administrator

# Key Responsibilities and Expectations

Our Administration Officer will be responsible for:

- Champion and embody our values
- Developing and maintaining organised office systems, such as:
  - Policy formatting and review
  - Assist in the maintenance of records required by Association, Governments and other agencies
  - Maintenance of volunteer and staff files
  - Overseeing facilities hire and site security
  - Overseeing the implementation of rosters and processing timesheets
  - Managing ordering of products and consumables
  - Scheduling maintenance and dealing with independent contractors eg cleaning, gardening
  - Insurance claims
- Completing a range of financial and reporting processes, such as:
  - Account management (not including parent accounts)
  - Input into accounts software and Payroll
  - Budget reviews and Maintenance of petty cash
  - Assistance with preparation of AGM and financial reports
  - Reporting to NDC Lead Pastor, NDK Director, NDK Board, NDC Leadership Team and other stakeholders
- Implementing and monitoring work health and safety processes such as:
  - Scheduling and/or conducting workplace inspections
  - Development/review of risk assessments
  - Development/review of emergency management plans
  - Carrying out required audits and checks.
  - Maintaining positive relationships with church members, agencies as well as staff and families attending the Centre.
- Attending staff meetings and NDK Board meetings as required.
- Specifically, for NDC:
  - Communicating on the church's behalf through mail, e-mail, voicemail, txt etc. including the development of a weekly newsletter.
  - Coordinating logistics and administrative support for church staff, leadership and lay leaders.
  - Organising and overseeing the serving roster in conjunction with various teams operating within the church.
  - Coordinating our facilities and resources with internal and external sources.
  - Closely liaise with Leadership and Maintenance Team to ensure appropriate regulations and policies are met e.g. OHS, WWCC, Fire Safety etc.
  - Responsibility and delegation throughout the office and its volunteers as well as being responsible for day-to-day visitors.

- Maintaining our online and hardcopy databases, systems and records including the Church Directory
- To be available to serve as needed, within reason, as required by the Lead Pastor or Leadership Team

## Key Selection Criteria

- KSC 1** Cert IV or Diploma level qualification in Business Administration or similar – desirable but not essential
- KSC 2** A willingness to upskill and learn new technologies where appropriate
- KSC 3** Well organised with the ability to take initiative and direction where appropriate
- KSC 4** A keen attention for detail and understanding that the small stuff matters
- KSC 5** A minimum of 3 years experience in a role that included responsibility for financial and accounting processes, including payroll.
- KSC 6** A people person who is willing to be part of the NewDay Church Family
- KSC 7** Be able to produce a current Working With Children Check and Police Check

## Submissions

All applications for the above position should include a current resume and an accompanying response to the above Key Selection Criteria.

Send applications to: [jono@newdaychurch.com.au](mailto:jono@newdaychurch.com.au)

Address applications to: Lead Pastor