



BRINDABELLA

CHRISTIAN COLLEGE

CANBERRA

PART-TIME PAYROLL OFFICER

INFORMATION PACK FOR APPLICANTS



Approved by Board March 2019

uction to Brindabella Christian College, Canberra

Vision Statement

The vision of Brindabella Christian College is to advance a community of Wisdom, Integrity, Service and Excellence, in and through Christian Education.

Background

Brindabella Christian College is a growing, non-denominational, co-educational Early Learning to Year – 12 Christian School in the North of Canberra. It enjoys a reputation of being ‘student-centred’, with excellence in pastoral care. In 2012 the College extended its offer to include Early Learning Centres (ELC) to Year 12 and in 2014 commenced a second campus. It is one of a few ‘mid fee’ independent schools in Canberra offering a fully integrated educational program.

For almost forty years Brindabella Christian College, formerly O’Connor Christian School, has provided a holistic approach to education based on Christian values and beliefs. Beginning with 2 teachers and 29 students in 1980, the school now covers two campuses in Charnwood and Lyneham with over 170 staff and close to 1000 students.

Preparing young people in a changing world which can be volatile, uncertain, complex and ambiguous, demands that the significant adults in a young person’s life lead and learn alongside them with purpose, compassion and humility. The College seeks to actively influence the lives of a greater number of young people. It believes that the most authentic way of achieving access to those students is via the offer of a high-quality education offer. This is the core business of Brindabella Christian College.

The College supports Christian families and those sympathetic to the Christian worldview to raise their children in a safe and caring environment. The school aims to partner with parents in the education of their children, supported by Christian staff.

The College is a member of Christian Schools Australia, and the Association of Independent Schools, ACT. The Lyneham campus caters for children from 3 years of age through to Year 12 and, the Charnwood Campus caters for babies and children aged 6 months of age to Year 5 (Year 6 in 2020).

Values

As a Christian school we value –

Wisdom, Integrity, Service, and Excellence

Brindabella Christian College will achieve its vision by:

- Offering a 'high quality education' with a Christian world view that encompasses traditional Academic, Arts and Culture, Languages (Mandarin), Sport, Social and Spiritual development
- Immersing God into the daily life of all students from ELC – Year 12
- Attracting, retaining and developing Christian staff of the highest calibre
- Increasing access to its model of Christian education through expansion of its geographic footprint and offer across Canberra
- Positively influencing the lives of others through education and community building

Immutable Tenets

Underpinning the Vision, Mission and Values are a set of tenets which Brindabella Christian College holds as sacrosanct. These are central to the identity and tradition of the school and will not be compromised under any circumstance. These include:

- Christian education where God is present in the daily life and work of the College
- Upholding of traditional, conservative Biblical values
- Co-education from Early Learning to Year 12
- Service to others
- Non selective entry
- Individual focus on each student achieving their personal best
- Strong community connection

Operational Philosophy of the School

The core work of Brindabella Christian College is to provide to students a high-quality education through a Biblical worldview, from the infant developmental stage to the completion of the secondary (College) years.

In order to achieve this, the College has reviewed and improved academic programs, made changes to the organisational structure including staff appraisal and review, improved staff professional development, maintained pastoral care for students, and aims to employ high quality staff to support the teaching and Christian philosophies of Brindabella Christian College and its future growth.

Governance

Brindabella Christian College is governed by the Board of Directors. The Directors are responsible for setting the strategic view, the school's policies, philosophy of the school, implementation and regulatory compliance.

committees are operated by the Board –

- Executive
- Finance Committee
- Governance and Risk Committee
- Futures and Resource Planning Committee
- Education Committee

The Board appoints the Principal and the Business Manager, who assume overall responsibility for the day-to-day operation and management of the School.

Payroll Officer

Position:	Payroll Officer (0.6 FTE – Mon, Tues, Wed)
Reporting to:	Accountant
Campus:	Lyneham at present (may change to Charnwood in the future)
Commences:	May, 2019

Primary Purpose

The role of Payroll Officer is to provide administrative support to the Accountant and to the Business Manager. The primary purpose is to provide accurate, timely and efficient payroll services and liaise with staff and management on payroll related queries and tasks. Other duties will be required as requested by the Business Manager.

The successful candidate will be part of the College's Business Service team and shall assist the Accountant in supporting the vision and strategic plan of Brindabella Christian College and will demonstrate a strong commitment to BCC's vision of excellence in Christian education.

Knowledge/Skills/Experience:

- highest commitment to privacy and confidentiality
- medium to high level skills in Microsoft Office Suite or ability to rapidly acquire skills
- excellent literacy, numeracy, accuracy and attention to detail including data entry
- excellent communication and interpersonal skills
- sound experience with payroll software and payroll processing including reconciliations
- understanding of payroll and HR legislation and processes
- understanding of minimum employment standards and ability to discuss and interpret Individual and Collective agreements
- ability to work as an individual but also as part of a team to create smooth workflow
- personal time management and sound judgement to refer non-routine issues to supervisor and report adverse outcomes

ble:

- prior experience in a school environment
- Cert III or Cert IV in Finance
- basic knowledge of Workplace Health and Safety

Key Result Areas:

- payroll
- leave and entitlements
- workers Compensation
- other duties as requested by the Accountant/Business Manager
- teamwork and communication

Key Duties for the Key Result Areas

Payroll

- enter new staff details into School database (currently PC School)
- ensure all casual timesheets and leave forms are received
- create 'Variations' sheet and enter details into timesheets
- prepare payroll and lodge electronic file with bank
- post payroll batch to General Ledger
- general employee maintenance and filing
- calculating leave entitlements and superannuation
- maintain register of extra teaching days for Deputy
- interpret agreements in relation to pay conditions and entitlements
- monitor and calculate step increases
- liaise with staff on payroll & human resource related queries
- liaise with SALPAC on staff salary packaging issues
- EOM processing
- prepare and assist Accountant with monthly payroll data for financial reporting
- assist the Accountant with payroll staff data and analysis for annual budget and financial year end reporting
- EOY processing including preparation of Payment Summaries and lodgement to ATO
- ensure legislative requirements are met with regard to documentation – Fair Work Act

Workers Compensation

- completion and lodgement of Register of Injuries

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liaise with employees and third party regarding information required to process claims; e.g. medical documentation; completion of paperwork; claim status; payment of medical bills; return to work

Human Resource Matters

- calculation and maintenance of leave entitlements

Key Relationships:

The Payroll Officer works closely with the Accountant and the Business Service Team, including the Business Manager and the Principal.

Required Skills and Attributes:

- A commitment to the BCC Statements of Faith, Vision, Mission and Values.
- A strong Christian faith and active church involvement.
- Strong desire to work in a Christian community and be involved in prayer and other faith expressions, which are central to the work place culture and practice.
- Willingness to contribute to the broader life of the College
- Integrity, loyalty, honesty, empathy and assertiveness (pleasantly)
- Initiative and self motivation skills
- Analytical and problem solving skills to resolve routine issues
- Ability to remain calm and courteous in stressful situations
- Sound organisational, administrative and time management skills
- Appropriate computer related software application skills, including Word, Excel, Outlook and the payroll system
- Integrity, loyalty and commitment to maintain utmost confidentiality and meet privacy requirements.
- Take on tasks as delegated by the Accountant

Faith Basis of Employment

Your appointment is conditional upon you having and retaining during the term of the appointment a firm personal belief consistent with the Statement of Faith attached to your letter of offer from the College and an active commitment to and involvement with a Christian Church holding a doctrinal position consistent with the Statement of Faith, this being an essential condition and inherent requirement of your appointment and continuing employment.

n in Context

The Payroll Officer reports to and operates under the general direction of the Accountant and interacts with all Business Service staff within the College (across both campuses), and relevant external parties, which often require discretion and confidentiality. It will involve working cooperatively with other Business Service staff.

Attendance at Meetings and Professional Development

- Attendance at meetings as required.
- Bi-Annual Performance Review, with the first occurring around six (6) months.
- Participation in professional development and training activities directed by Accountant, Business Manager or the Principal.

Professional Development

A plan for your Professional Development in the coming 12 months (and beyond) will be determined with the Accountant and the Business Manager.

Other duties

It should be noted that, while detailed, this job description is not exhaustive and the Board or the Business Manager may at their discretion vary the responsibilities of the Payroll Officer as required. Employees will also be required to follow any other job-related instructions and school policies, and to perform other job-related duties requested by their Manager to support the School's compliance with its legislative obligations. The Manager may, through consultation with the employee, vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

Employment Conditions:

- The ordinary hours of work are 22 hours 48 minutes per week, Monday to Wednesday. The position is for a total of 48 weeks per annum.
- Salary and other conditions will be in line with the ACT Christian Schools General Staff Multi-Enterprise Agreement 2013-2017. The salary classification for this position will depend on qualifications and experience.
- Ongoing employment is subject to satisfactory performance in bi-annual reviews. The first shall be at 6 months at the conclusion of the probation period.
- Travel will be required between campuses.

eration:

Salary range will be in accordance to the ACT Christian Schools General Staff Multi-Enterprise Agreement 2013 – 2017.

Selection Criteria:

Personal

- A demonstrated commitment to Jesus Christ as Lord and Saviour, and a desire to live truthfully, consistently and beyond reproach, with an ability to sign the Brindabella Christian College Statement of Faith and are an active member of a Christian Church.
- Enjoy working with numbers with an attention to detail
- Willingness to contribute to the broader life of the College
- Initiative and self motivation skills
- Analytical and problem solving skills to resolve routine issues

Administration

- Highest commitment to privacy and confidentiality
- Medium to high level skills in Microsoft Office Suite or ability to rapidly acquire skills
- Excellent literacy, numeracy, accuracy and attention to detail including data entry
- Excellent communication and interpersonal skills
- Sound experience with payroll software and payroll processing including reconciliations
- Understanding of payroll and HR legislation and processes
- Understanding of minimum employment standards and ability to discuss and interpret Individual and Collective agreements
- Current WWVP Clearance or ability to gain prior to commencement of employment

Desirable:

- Prior experience in a school environment
- Certificate III or IV in Finance

Applicants for the position of Payroll Officer are required to demonstrate high-level performance against the stated selection criteria, submit a copy of their curriculum vitae and include in their application the following information:

1. Full name
2. Qualifications
3. Religious affiliation and any church activities

4.

Broad details of past and current positions specifically related to the advertised position

5. Address to all stated essential selection criteria (listed on page 4 of this information package including Qualifications, Knowledge/Skills/Experience and Faith Basis of Employment)

6. Other activities, interests and pursuits

7. The names, addresses and telephone numbers of three (3) referees from whom the selection panel may seek confidential information

Specific Position Enquiries (NOT LODGEMENTS) to:

Andrew Kent, Business Manager

Ph: +61 (2) 6247 4644

Lodgement of Applications:

Applications should be marked CONFIDENTIAL and addressed to:

Business Manager

Brindabella Christian College

c/- Progressive Training (WA) Pty Ltd

P O Box 1854

GERALDTON WA 6530

Applications can be posted as per the address above or lodged electronically by email to:
admin@progressivetraining.com.au

Closing date:

Applications must be received in full before 5.00pm WST on Friday 19 April 2019. Interviews are expected to be held shortly thereafter.