

BBC Administration and Finance Manager Job Description and Duties

The Administration and Finance Manager is to be employed for a total of [16 hours per week] which could be spread across a number of days throughout the week.

Job Description and Duties (Responsibilities)

The administration and finance manager is to oversee, and contribute in a substantial way, to the administration and budgeting of Brindabella Baptist Church. In the first instance this job will be for a period of not less than 18 months with the possibility for extension on review of need.

This job will primarily involve managing the administration and finances of BBC to ensure that Brindabella Baptist Church operates as efficiently and effectively as possible within and across ministries (gifting groups) and that the church meets all its obligations under the *Associations Incorporation Act 1991*. Note the role does not include the internal communications of BBC which are managed by the communications manager but it will cover any external communications of the church including oversight of the BBC website.

The administration and finance manager is to:

- Act as the public official of the church and be the primary point of contact for external organisations including;
 - The Australian Charities and Not-for profits Commission (ACNC)
 - the ACT Government
 - the Australian Taxation office
 - Employee superannuation funds
 - The Baptist Union of NSW
- Oversee all facets of financial and non financial administrative matters of the church, lead and support the current Administration Gifting Group and Finance Team in their work
- Oversee external communications on behalf of the church including with the ACT Government, oversee the maintenance of the BBC website and manage formal church correspondence
- Manage arrangements for whole of church meetings including the BBC Committee, annual general meetings and issues forum discussions
- Keep records of minutes and actions flowing from church leadership meetings, the BBC Committee and receive regular updates from BBC's Gifting Groups
- Co-ordinate the preparation and presentation of the church annual report
- Assist any teams set up within the church to develop and help implement the BBC constitution
- Supervise church office management at Connexion
- Meet with the Elders approximately every 4 weeks, to share what God is doing in the administrative life of the church.

Spiritual Gifts and Passions

The administration and finance manager should have a passion and the necessary gifts for resourcing God's people through sound administrative and financial leadership.

1 Corinthians 12:28

And in the church God has appointed first of all apostles, second prophets, third teachers, then workers of miracles, also those having gifts in healing, those able to help others, those with gifts of administration, and those speaking in different kinds of tongues.

Skills, Qualifications and Personal Qualities

The administration and finance manager should:

- Be a natural, passionate and mature Christian leader, who demonstrates Biblical qualities and character through: a servant heart, love for people, being a person of prayer, giving primary attention to their own spiritual growth and family life, and possessing an excellent character consistent with the qualities of a deacon set out in 1 Timothy
- Have demonstrated sound administrative skills
- Have managed budgets similar in complexity and similar or larger in size to BBC's annual budget
- Be an effective communicator
- Demonstrate a commitment to Brindabella Baptist Church
- Be a team player, and
- Be a person of integrity with a willingness to be transparent and accountable to a mentor of their own choosing.

Pay arrangements

The proposed base Annual Salary for BBC admin and finance leader would be \$25,944 (16 hrs / week) with employer Superannuation Guarantee contribution of 11% to a nominated superannuation fund of the incumbent's choice. There would be a prorated annual leave of 8 days per annum, cumulative with a 17.5% leave loading when leave is taken. In addition there would be prorated personal leave of 7 days per annum (cumulative). Long service leave provisions would also be allowed for.

Accountability

The administration and finance manager will be:

- Accountable to God, the Elders and the broader Brindabella Baptist Church community.
- Responsible to the Pastor. The Elders will act as supervisors in the absence of a Pastor.
- Employed by the BBC Committee who would sign the employment contract.