

Business Operations Manager

Position Description

Bible College SA



Position at a glance

Position	Business Operations Manager
Organisation	Bible College of South Australia Inc. (Bible College SA)
Location	176 Wattle Street, Malvern SA 5061 (on campus)
Reports to	Principal
Works closely with	Treasurer and the Board
Supervises	Finance and administration staff, as agreed with the Principal
Time allocation	0.8 to 1.0 FTE
Salary	Between \$96,000 to \$102,000 (FTE; plus superannuation) Level 8 or 9 – Educational Services (Post-Secondary) Award; By Negotiation.

About Bible College SA

Bible College SA has prepared Christian men and women for gospel ministry since 1924, and has been at its campus in Malvern, Adelaide since 1978. Its mission is to prepare Christian believers for more effective service of Jesus in Adelaide, South Australia and beyond, through world-class formation in Bible, theology and ministry.

The College is orthodox in faith, evangelical in outlook, evangelistic in emphasis and interdenominational in character. It is an affiliated college of the Australian University of Theology (AUT), offering awards from diploma to PhD in theology, ministry and divinity.

The College is a close-knit community of faculty, staff and students. Its Board has set a Strategic Plan for 2025-2034, and the College is now strengthening its administration to support that plan.

Purpose of the role

The Business Operations Manager makes sure the College's finances, compliance, people administration, information technology and property are well run, so the Principal and faculty can focus on teaching and formation.

The role is the College's senior finance and operations officer and the Principal's right hand on operational matters. It gives the Principal, Treasurer and Board timely, accurate information for decisions. It also leads a small administration team with care, as part of a Christian learning community.

Key responsibilities

The following are summaries of the key areas for which the Business Operations Manager has responsibility and oversight. Various responsibilities are managed via delegation and external contracts.

1. Financial management and reporting

- Oversee day-to-day finance carried out by the administration team, including accounts payable and receivable.
- Produce finance and management reports for the Principal and Board, with clear commentary on results against budget.
- Lead and maintain the annual budget processes with the Principal and Treasurer, and maintain forecasts and cash flow.
- Manage cash, term deposits and investments in line with Board policy.

2. Human resources and payroll

- Support the Principal in the HR function of the College.
- Ensure the College is compliant with the Fair Work Act, the National Employment Standards and the relevant awards.
- Maintain employment contracts, position descriptions and personnel files.
- Keep HR policies (code of conduct, grievance, leave, flexible work, privacy and child safety, etc.) current, and ensure staff understand and operate in accordance.
- Oversee processes related to staff recruitment, onboarding and exits.
- Support the principal with the annual staff performance review cycle and other sensitive HR processes.
- Oversee the processing of payroll, including superannuation, leave and salary packaging where applicable.
- Manage work health and safety processes and obligations.

3. Compliance and statutory obligations

- Own the College's compliance calendar, to ensure that every lodgement and return is made on time with documented evidence.
- Oversee the preparation and lodgement of BAS.
- Manage GST, PAYG withholding, FBT and payroll tax positions; working with the College's tax agent (and other contractors) wherever used.
- Prepare the ACNC Annual Information Statement and support the College's obligations as an incorporated association and registered charity.
- Oversee the financial parts of the College's annual Risk and Compliance reporting to AUT; including the reconciliation of FEE-HELP and tuition distributions received through AUT.
- Together with the Academic Administrator, ensure all enrolment and student data supplied to AUT is accurate and on time.

4. Property and facilities

- Oversee the operation of the Malvern campus: maintenance, cleaning, grounds, security, utilities and contractor management.
- Keep property compliance up to date, including essential safety and fire services, building insurance and campus WHS.
- Maintain a property asset register and a planned maintenance schedule, and manage the facilities budget.
- In consultation with the Principal, deliver capital improvements as agreed by the Board: scoping, quotes, procurement, contractor oversight, budget tracking and progress reporting.
- Oversee procedures and processes related to the use of College facilities by external groups.

5. Audit, controls and risk

- Coordinate the annual audit and implement the auditor's recommendations.
- Maintain sound internal controls, including segregation of duties, delegations, bank and system access, and credit card acquittals.
- Keep finance policies and procedures documented and up to date.
- Maintain the College's risk register for finance and operations and report on it to the Board.

6. Grants, donations and funders

- Maintain register of grants and funding agreements; prepare acquittals and funder reporting on time.
- Oversee the receipting and recording of gifts and bequests; making sure they are applied as the donor intended.

7. Finance systems

- Own the College's accounting system (currently MYOB, with a possible transition to Xero), its chart of accounts, bank feeds and approval workflows.
- Oversee the links between finance and other administration systems; students, donors, etc.

8. Information technology

- Manage service agreement with external IT provider(s).
- Oversee the effective management of college IT systems; including library catalogue, learning management system, network storage, etc.
- Ensure cyber security, data backup, user access and licence management are in place and tested.
- Maintain IT asset register and budgeted renewal plan.
- Act as the point of escalation for staff IT issues to ensure teaching and admin staff are not disrupted.

9. Leadership and College life

- Lead and support administration staff, setting clear priorities and making sure tasks are covered during leave.
- Serve as a member of the College's staff team and contribute to its shared life, including chapel, community events and interaction with students.

Key relationships



Who	Nature of the relationship
Principal	Line manager; day-to-day priorities, budget and people matters
Treasurer and Board	Finance reporting, budget, audit and risk
Faculty and administration staff	Service, support and day-to-day coordination
Students	Fees, billing and payment arrangements
Australian University of Theology	Compliance reporting, FEE-HELP distributions and student data
Auditor, tax agent, banks and insurers	Audit, lodgements, banking and cover
External IT provider	Service agreement, priorities, security and support
Contractors and trades	Maintenance, compliance services and capital works contract negotiations
Funders and donors	Grant acquittals, receipting and reporting
Regulators (ATO, ACNC, ReturnToWorkSA, RevenueSA)	Lodgements and correspondence

Priorities for the first 12 months

1. Take ownership of the College's finance processes and reporting, including the possible transition from MYOB to Xero.
2. Put a monthly close timetable and Board reporting pack in place that the Principal and Treasurer can rely on.
3. Take ownership of the compliance calendar, with every lodgement and return made on time.
4. Work through the agreed improvement roadmap for finance and administration, reporting progress to the Principal and Board.
5. Review the IT service agreement and security arrangements, and set an IT renewal plan.
6. Put a planned maintenance schedule and property asset register in place, and progress agreed capital works.
7. Lead the 2028 budget process and the annual audit.

Selection criteria



Essential

1. A committed Christian, actively involved in a local church, who can affirm the College's Statement of Faith and support its mission and values (refer Appendix).
2. Integrity, discretion and a servant-hearted approach.
3. Proven ability to prepare budgets, forecasts and clear reports for a Board or senior leaders.
4. Sound working knowledge of ATO, payroll and superannuation obligations.
5. Strong skills in accounting software such as MYOB or Xero, and Microsoft Excel.
6. Demonstrated operational management experience, including overseeing property maintenance, facilities, contractors or capital works projects.
7. Well organised, with high attention to detail and the ability to manage competing deadlines.
8. Warm, clear communication and the ability to work well in a small team.
9. Working knowledge of employment law and HR practice, including Fair Work, awards and WHS.

Desirable

1. Qualified and experienced to prepare and lodge BAS: for example Certificate IV Financial Services in bookkeeping or accounting, completion of appropriate GST\BAS course and relevant experience.
2. Substantial experience running the finance function of a small to medium organisation, including month-end, payroll, BAS and audit.
3. Experience in the not-for-profit, charity, church or higher education sectors.
4. Familiarity with ACNC reporting and grant acquittals.
5. Knowledge of higher education funding, including FEE-HELP.
6. Experience leading or supervising staff.
7. Experience managing an outsourced IT provider.
8. Experience implementing or improving finance systems and processes.
9. CPA or CA membership, or working towards it.

Conditions, checks and how to apply

- The appointee will need a current Working with Children Check (SA) and a National Police Certificate.
- The appointee will receive a structured induction into the College's systems, processes and obligations.
- Written applications should address the selection criteria outlined in this document and should also include a CV and the contact details of at least two referees, with one being the applicant's current pastor.
- Enquiries should be directed to administration: (08) 8291 8188 or admin@biblecollege.sa.edu.au.
- Complete applications should be emailed to admin@biblecollege.sa.edu.au by **close of business on Friday 13th November, 2026**.

APPENDIX

Purpose

Core Values and Commitments

Statement of Faith

Code of Conduct

PURPOSE

The purpose of Bible College SA is to prepare the next generations of gospel workers for Adelaide, South Australia, and beyond by integrated formation in Bible, Christian theology, and ministry at the highest standards.

CORE VALUES AND COMMITMENTS

We are –

- Christ-centred and biblical
- Focussed on ministry and mission

We prioritise –

- Loving God and all people
- Excellence in education and formation

STATEMENT OF FAITH



WHAT WE BELIEVE

The Bible College of South Australia is orthodox in faith, evangelical in outlook, evangelistic in emphasis and interdenominational in character.

The following fundamentals are strictly held:

- We believe in the Old and New Testaments as inspired of God and wholly trustworthy, and that they are of supreme and final authority in faith and life.
- We believe in one God, eternally existing in three persons – Father, Son and Holy Spirit.
- We believe that Jesus Christ was begotten of the Holy Spirit, and born of the virgin Mary, and is true God and true man inseparably joined in one person for ever.
- We believe that men and women were created in the image of God, that they sinned and thereby incurred not only physical death, but also that spiritual death which is separation from God; and that all have sinned and fallen short of the glory of God.
- We believe in the personality of the devil and the universality and heinousness of sin.
- We believe that the Lord Jesus Christ died for our sins according to the Scriptures as a substitutionary sacrifice; and that all who believe in Him are justified on the ground of His shed blood.
- We believe that salvation is by grace through faith, and that all who by faith receive the Lord Jesus Christ are born again of the Holy Spirit, and thereby become children of God.
- We believe in the physical resurrection of our Lord, in His ascension into Heaven, and in His present life there for us, as High Priest and Advocate.
- We believe in the return of our Lord Jesus Christ to gather His elect, to manifest His Kingdom in power and glory, and to judge the world in righteousness.
- We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting punishment of the impenitent.
- We believe that the Church is the company of all who have been born again through faith in Christ and have been formed by His Spirit into one body, of which He is the Head, and that the Church is commissioned to go into all the world and proclaim the good news of salvation.

CODE OF CONDUCT



The life of Bible College SA is underpinned by a firm commitment to the person and work of Jesus Christ as revealed in the Bible. This commitment shapes the educational community of staff and students. Our community pursues truth and excellence with grace and diligence, treats people and ideas with love and respect, and thinks critically and constructively about complex issues. This is all reflective of our Core Values and Commitments, which include that:

- We are Christ-centred and biblical;
- We prioritise loving God and all people.

Bible College SA is made up of Christian staff, Board directors and general members who, along with students choosing to study with us, agree to participate in a community that strives to live according to these values and the biblical precepts that underly them. We believe that this best enables the College to fulfil its mission and achieve its aspirations, just as it brings the greatest glory to God and the greatest blessing to the whole community and those with whom we interact.

This Code of Conduct is intended as a guiding framework for a distinctive community that acknowledges and respects the College's Statement of Faith and its strategic purpose. As members of this community we willingly place ourselves under obligations to one another, as we agree to relational bonds with reciprocal benefits and mutual responsibilities. We strive to achieve respectful and purposeful unity that aims for the advancement of all, recognising the diversity of viewpoints, life journeys, stages of maturity and roles that exist within the Bible College SA community.

Because the College holds its Core Values and Commitments strongly and takes this Code of Conduct seriously, consequences for breaches of this Code of Conduct can include the initiation of formal processes including those directed toward termination of employment, expulsion, or cancellation of membership as relevant.

COMMUNITY LIFE & EXPECTATIONS

Being a part of the community at Bible College SA involves a commitment on the part of all members to embody attitudes and to practise actions identified in the Bible as good and to avoid those which are not. Such a distinctly Christian way of living finds its fullest expression in Christian love, which was exemplified fully by Jesus Christ, and is characterised by humility, self-sacrifice, mercy, justice and mutual submission for the good of others.

Members of the Bible College SA community, therefore, commit themselves to:

- Cultivating Christian virtues, such as love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control, compassion, humility, forgiveness, peacemaking, mercy, and justice;
- Living lives characterised by honesty, civility, truthfulness, generosity, and integrity;

- Communicating in ways that build others up, according to their needs, for the benefit of all;
- Treating all persons with respect, fairness, and dignity;
- Being responsible citizens, both locally and globally, who respect authorities, submit to the laws of this country (other than where they would force a compromise of the Christian faith), and contribute to the welfare of society and creation;
- Exercising careful judgement in all lifestyle choices, and taking responsibility for personal choices and their impact on others;
- Encouraging and supporting other members of the community in their pursuit of these values and ideals, while extending forgiveness and healing to one another;
- Being familiar with, and abiding by, the relevant policies and procedures of the College and the Australian University of Theology (AUT);
- Respecting each individual's privacy;
- Avoiding all forms of academic misconduct;
- Using email, social media, Moodle (or other learning platforms), and the internet appropriately;
- Being reliable in financial commitments and other responsibilities to the College;
- Following work, health, and safety guidelines;
- Being above reproach in the area of relationships, recognising that the Bible only permits sexual intimacy between a man and a woman who are properly married;
- Disclosing if they are subject to any form of criminal investigation—this must be done by notifying the Principal of Bible College SA of the situation as soon as possible;
- Seeking to maintain a healthy, safe, considerate, and welcoming environment for all.

All community members agree to avoid:

- Communication that is destructive to the Bible College SA community life and the interpersonal relationships of its people, including any gossip, slander, and vulgar or obscene language;
- Behaviour that might reasonably be perceived as sexual, racial, ability, or gender-based harassment, bullying, or intimidating;
- Lying, cheating, or other forms of dishonesty, including plagiarism and collusion;
- Stealing and misusing or destroying property that belongs to others;

- Sexual or emotional intimacy that violates the sacredness of marriage between a man and a woman;
- The use of materials that are degrading, dehumanising, exploitive, hateful, or gratuitously violent, including, but not limited to, pornography;
- Drunkenness, the use or possession of illegal drugs, and the misuse or abuse of substances including prescription drugs;
- Inappropriate use of email, mobile communications, and the internet;
- Violence;
- Damage or abuse of Bible College SA property.

PASTORAL DISCERNMENT AND SENSITIVITY

A heightened level of discernment and sensitivity is appropriate within a Christian educational community like Bible College SA. In order to foster the kind of community atmosphere most conducive to the College's goals, this Code of Conduct both identifies particular Christian standards and recognises degrees of latitude for individual freedom. True freedom is not the freedom to do all that one pleases, but rather empowerment to do what is best. In all respects, the Bible College SA community expects its members to exercise wise decision making according to biblical principles, carefully accounting for each individual's capabilities, vulnerabilities, and values, and considering the consequences of those choices to health and character, social relationships, and God's purpose in the world.

We acknowledge people face particular challenges in practising biblical sexual morality within today's highly sexualised culture. A biblical view of sexual morality holds that a person's decisions regarding his or her body are physically, spiritually, and emotionally inseparable. Such decisions affect a person's ability to live out God's intention for wholeness in relationship to God, to others, and to oneself. Further, the Bible affirms sexual intimacy is reserved for marriage between one man and one woman. Members of the Bible College SA community agree to act according to these principles. They also agree to strive for Christian maturity, to take personal responsibility for their actions, and to avoid situations where the temptation to compromise would be particularly strong.

Bible College SA is committed to providing a safe environment for all students and staff and will address sexual harassment and child protection issues as required. If support is needed for sexual assault or harassment there is a SASH (Sexual Assault and Sexual Harassment) Officer who can be contacted.