

Finance and Operations Manager

ROLE DESCRIPTION

Introduction

New Peninsula Baptist Church (NPBC) is located on the Mornington Peninsula, with campuses in Mt Martha and Rosebud, and plans underway for a campus in Tyabb. Our vision is to be a people who “Partner with Jesus every day and everywhere to make disciples who make disciples.”

NPBC welcomes people from a wide range of backgrounds, including evangelical, congregational and Pentecostal traditions, and many with no prior faith background. We are an intergenerational and inclusive church community.

New Peninsula Community Caring (NPCC) is a significant outreach ministry of NPBC, supporting those facing challenging life circumstances.

Appointment

The Finance and Operations Manager is appointed by the Senior Pastor.

Accountability

The Finance and Operations Manager reports to the Senior Pastor and oversees the following roles:

- Accounts Manager
- Property Manager
- Administration Staff (where applicable)

Purpose of the Role

To provide a high level of financial support and management to New Peninsula Baptist Church, its members, staff and volunteers.

Responsibilities

1. Strategic Development

- Work with the Senior Pastor to align operational strategy with the church’s vision for disciple making and multiplication.

2. Finance

- Provide high-level financial oversight, ensuring the Treasurer, Finance Committee and Boards are informed of current financial performance and trends.

- Maintain proficiency in Xero accounting software.
- Oversee all financial recording and record-keeping, including payroll, ensuring compliance with legal responsibilities.
- Prepare monthly finance reports for the Finance Committee and Boards in conjunction with the Treasurer.
- Coordinate Finance Committee meetings, including agendas and minutes, with the Treasurer.
- Prepare draft annual budgets for NPBC and NPCC (including donation funds, property budgets and staffing projections) in consultation with the Senior Pastor and, where applicable, the NPCC General Manager.
- Provide regular budget updates to ministry leaders.
- Act as NPBC's representative in day-to-day dealings with the Australian Taxation Office, Mornington Peninsula Shire Council, Commonwealth Bank, Christian Finance, Bendigo Bank and other relevant bodies.
- Liaise with the Auditor for the annual audit and prepare relevant Statutory Annual Reports & Returns for lodgement with the ACNC.
- Maintain financial policies and procedures.
- Negotiate service contracts (e.g., utilities, telecommunications, printing).

3. Property and Facilities

- Oversee development and implementation of a property master plan aligned with the church's disciple making vision.
- Support the Property Manager in:
 - Increasing facility use and income.
 - Negotiating lease renewals.
 - Managing stakeholder relationships, balancing ministry and external user needs.
 - Resolving property-related disputes as required.

4. Human Resources

- Oversee recruitment processes, including supporting relevant staff leaders with role descriptions, advertising and interviews.
- Oversee and regularly review annual staff appraisal processes, ensuring documentation is securely filed.
- Ensure appropriate HR processes are followed in cases of dispute, performance management or disciplinary action.
- Provide consultation and facilitation support to staff in HR matters as required.

5. Risk and Compliance

- Oversee OH&S compliance to ensure safe workplace standards are met.
- Ensure compliance with BUV duty of care and Essential Services Maintenance requirements.
- Oversee Church Safe processes, including ensuring Child Safe standards are upheld.
- Manage all other legal and constitutional compliance matters.

6. Staffing

- Oversee administration of the church office.
- Provide leadership, support and pastoral care to operations staff and volunteers.
- Directly supervise reporting staff, including responsibility for:
 - Training and development
 - Annual reviews
 - Leave approval and arranging relief staff
- Periodically review office space utilisation to support effective work practices.

7. Administration Support

- Maintain and develop church policies and procedures as directed by the Senior Pastor.
- Ensure compliance with matters required by the Church Board.
- Oversee the church filing system and archives, including the Church Management System (currently uCare).
- Ensure church meeting documentation and presentations are prepared and available on time.

It is anticipated that the Finance and Operations Manager will delegate much of the administrative work related to Safe Church, OH&S compliance and general administration to the Administration Support Worker and/or office volunteers.

Terms of Appointment

This is a full-time ongoing appointment, subject to a six-month probation period.