



**Now hiring**

# OFFICE MANAGER/ ACCOUNTS

## FULL TIME

Araluen Christian College is seeking a highly motivated and experienced Office Manager / Accounts to play a vital role in the day-to-day operations of our school. This is an exciting opportunity to contribute to a dynamic Christian learning community that values integrity, excellence, and service.

Reporting directly to the Principal, the Office Manager / Accounts will assist in the efficient running of the front office and oversee school-level financial responsibilities. This position works closely with the NT Christian Schools Finance Team and supports the overall administration of the College.

We are looking for someone who can reflect the Christian faith underpinning the College, demonstrate strong organisational and communication skills, and thrive in a collaborative team setting.

**Apply now with your interest to join us today!**

## WHY WORK WITH US

- Six weeks annual leave
- 15 days personal leave
- 12% Super Contribution
- Long-Service Leave pro-rata after five years
- Tuition discounts for staff children\*
- Salary Sacrificing and health care corporate rates\*

\*Conditions apply

- Relocation assistance\*
- Ongoing professional development
- Additional paid maternity leave
- Access to staff wellbeing program

**APPLY NOW**



**NT  
CHRISTIAN  
SCHOOLS**



**ARALUEN  
CHRISTIAN  
COLLEGE**



[ntchristianschools.com.au](https://ntchristianschools.com.au)



[humanresources@ntchristianschools.com.au](mailto:humanresources@ntchristianschools.com.au)

## JOB DESCRIPTION

<b>Job Title:</b>	Office Manager/ Accounts
<b>Job Type:</b>	Fulltime 1.0FTE
<b>Salary Classification:</b>	AO3.1- AO3.4
<b>Junior Employee Rates</b>	<p>A junior employee is paid at the following percentage of the appropriate adult rate: Under 17 – 50%</p> <p>17 years old – 60% U18</p> <p>18 years old – 70% U19</p> <p>19 years old – 80% U20</p> <p>20 years old – 90% U21</p>
<b>2025 Salary Range:</b>	\$70,662 - \$76,262 depending on qualifications and experience Plus, superannuation contribution of 12% of your annual salary
<b>Annual Leave:</b>	6 weeks AL
<b>Location:</b>	Araluen Christian College
<b>Reporting to:</b>	Principal
<b>Date advertised</b>	September 2025

### Introduction

NT Christian Schools is a Christian organisation. It exists to advance the Christian religion through the provision of education and religious instruction. Accordingly, in furtherance of the religious ethos of NT Christian Schools all staff will be required to deliver or contribute to religious education, to lead or otherwise assist in the conduct of religious services and otherwise engage in religious practices and observances (including, but not limited to, leading prayers or devotions and sharing testimonies), either with fellow staff or students. As representatives of NT Christian Schools, it is a genuine occupational qualification of such roles that applicants hold and act consistently with the religious beliefs of NT Christian Schools, including as articulated in the Policies and Procedures of NT Christian Schools.

NT Christian Schools exists to provide a thoroughly Christian education and to give effective witness to the biblically based religious beliefs of the Company. As such, holding the religious beliefs of NT Christian Schools as articulated in the Policies and Procedures of NT Christian Schools is a genuine occupational qualification of this role.

You are expected to have a clear understanding of, and unqualified commitment to the biblical basis, including as articulated in the Policies and Procedures of NT Christian Schools, and to act both in the work place and in other contexts in ways that are consistent with those beliefs, in order to provide an authentic Christian witness.

This role is required to practice, deliver and contribute to religious education in a manner that is consistent with the Policies and Procedures of NT Christian Schools and to model a life consistent with those beliefs. As such, this role requires the highest commitment to the Lord, the Bible and to

schooling from a distinctively Christian perspective, consistent with the Policies and Procedures of NT Christian Schools.

This will be evident in supporting the teaching of the Australian curriculum from a biblical worldview, participating in and leading staff devotions and leading student devotions and prayer time and through the sharing of your personal testimony. In addition, staff offer a reflection of their own growing relationship with Christ, which is itself affirmed by living a life consistent with the teaching of the word of God. Accordingly, the modelling of an authentic Christian life is a core requirement of the position, reflecting the foundational contribution the position makes to the maintenance of the religious ethos of the school.

With a mutual commitment to God through Jesus Christ, staff members ought to serve and love one another as Christ loves them. This also means an acknowledgement that all people are fallible and need to be entirely reliant upon God. NT Christian Schools has expectations of mutual love, service, trust, acceptance, patience, forgiveness and support.

All employees for NT Christian Schools are to be committed to ensuring child safety, health and wellbeing practices are followed and upheld. These practices are embedded in NT Christian Schools policy and culture as guided under current legislation.

## **General Expectations**

### **Araluen**

As committed Christians, Araluen's staff and teaching team do not view their jobs as simply earning a living, but as opportunities to make a difference in the lives of the children with whom they interact. They believe that students are individuals and endeavour to love, nurture, help, protect and prepare them through positive teaching. At Araluen Christian College, our teaching strategies are based on the concept of formational learning – an approach which helps students respond with their head, heart and hands. Our goal is to help them learn about God's world and to find their hope in Christ.

These responsibilities and duties are underpinned by expectations of generosity, openness, teamwork, effectiveness, efficiency, attention to detail, pleasant working relationships and maintenance of an effective, Christ-centred and safe work environment.

### **Primary role**

Reporting directly to the Principal, the Office Manager/Accounts will assist in the efficient running of the front office and attend to school level financial duties, working closely with the NT Christian Schools Finance Team. The Schools Office Manager will liaise with NT Christian Schools senior managers, the Schools senior leadership team, shared services team, school staff, students, School Counsel, parents, carers, professionals, volunteers and visitors to maintain the high standards of the School. The Office Manager will have the ability to reflect the Christian faith underpinning the College.

### **Key Duties and Responsibilities**

- To effectively witness to the beliefs articulated in the Company's Policies of NT Christian Schools by modelling an authentic life of faith lived in accordance with those beliefs, and with general Christian principles.

- To contribute to the spiritual life of the school by leading or otherwise assisting in the conduct of religious services and otherwise engaging in religious practices and observances (including, but not limited to, leading prayers or devotions and sharing testimonies)
- To model an appropriate Christian lifestyle in and out of school, acting at all times consistently with the beliefs articulated in the Policies and Procedures of NT Christian Schools.
- Maintain the capacity to be an active team member and work collaboratively.
- Oversee daily office operations, including visitor management, staff WHS compliance, and administrative processes using systems like Compass.
- Lead and support the administration team, ensuring tasks are completed accurately, professionally, and on time.
- Manage communications, calendars, and confidential tasks for the Principal and leadership team, serving as a key liaison.
- Manage and oversee all school financial processes, including creditors, debtors, receipting, petty cash, and compliance with system office requirements.
- Support fee collection procedures, uniform ordering, and stocktake in alignment with school policies and audit needs.
- Provide financial and administrative support to staff and the school community, including purchasing and fundraising coordination.
- Manage the end-to-end student enrolment process, including data collection, file maintenance, and government reporting.
- Coordinate marketing and promotion efforts, including social media, website updates, publications, and event promotion.
- Oversee the production of internal and external communications such as newsletters and the annual Yearbook.
- Support event administration for school functions, including major events like the Thanksgiving Service.
- Supervise facilities and maintenance tasks, including cleaning contracts, urgent repairs, and fire safety compliance.
- Assist with staff leave processing, first aid, reception relief, and other administrative duties as directed by the Principal.

## **Selection criteria**

### ***Essential:***

- A committed Christian actively involved in your local church.
- Prove an ability to effectively model Christian values as expressed in the Policies and Procedures of NT Christian Schools and to give an authentic witness to those values.
- Ability to reflect the Christian faith underpinning the College.
- Possess excellent communication skills including, written, verbal and phone manner.
- Ability to maintain a high level of confidentiality.
- Proven financial administrative skills.
- Strong keyboard skills and thorough computer literacy with working knowledge of databases and experience using Microsoft Office Software.
- Capacity to work independently with minimal direction and collaboratively in a team environment.
- Possess or willingness to obtain a Senior First Aid certificate.

*Desirable:*

- Previous successful experience working in a Christian school environment
- Knowledge and usage of school management software systems (Compass and Canvas); Financial software (Technology One CI).
- Diploma in Business Administration or relevant qualification

**Further Requirements:**

- Must hold or be willing to obtain a valid Working with Children (Ochre) Card.
- Must hold or be willing to obtain a valid NT police check within the last 12 months.
- Must hold or be willing to obtain a current NT Driver's Licence.