



Now hiring

OFFICE MANAGER / ACCOUNTS

FULL TIME - IMMEDIATE START



**NHULUNBUY
CHRISTIAN
COLLEGE**



**NT
CHRISTIAN
SCHOOLS**

Nhulunbuy Christian College is seeking an organised and proactive Office Manager/Accounts professional to lead the administration team and oversee the College's financial and operational functions. This role combines office management, finance, facilities coordination, and staff leadership while providing exceptional support to students, families, and the wider school community.

The successful applicant will have strong administrative and financial skills, excellent communication abilities, and a commitment to supporting the Christian ethos of the College.

More than just an Office Manager role, this is an opportunity to shape lives through faith, encourage young people to discover their God-given potential, and be part of a supportive and purpose driven team in one of Australia's most unique and beautiful locations.

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

*Conditions apply

APPLY NOW



ntchristianschools.com.au



humanresources@ntchristianschools.com.au

JOB DESCRIPTION

Job Title:	Office Manager/Accounts
Job Type:	Fulltime 1.0FTE
Salary Classification:	NT Christian Schools AO3,1 – AO4,1 scale 6 weeks AL
Junior Employee Rates	A junior employee is paid at the following percentage of the appropriate adult rate: Under 17 – 50% 17 years old – 60% U18 18 years old – 70% U19 19 years old – 80% U20 20 years old – 90% U21
2026 Salary Range:	\$72,075 - \$81,625, depending on qualifications and experience Plus, superannuation contribution of 12% of your annual salary
Annual Leave:	6 weeks
Location:	Nhulunbuy Christian College
Reporting to:	Principal
Year advertised	2026

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

Nhulunbuy

Nhulunbuy Christian College seeks to provide Christian education where Jesus is at the centre, so children have the freedom to learn and grow as Christ intended. The school aims to be academically rigorous, develop students' character and promote healthy. The staff at Nhulunbuy Christian College are committed to ensuring every child has the opportunity to 'Grow in Wisdom, Serve Others and Change the World' — which is our school motto. We are passionate about working together as a staff body to be the best educators we can be in order to bring out the best in every student

As an Office Manager/Accounts you will support the delivery of high-quality educational services by helping teachers, students, and parents with learning tasks and administrative responsibilities in a nurturing school setting.

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.

Areas of Responsibilities:

Office Manager Duties

- To have full line management responsibility of the administration team; delegating and ensuring all tasks are carried out in a professional, well presented and friendly manner.
- Responsible for the day-to-day operation of safeguarding processes for internal and external visitors, including induction to the school facilities, work orders and processes.

- Attend to enquiries from parents, staff and the general public as required. Attend to the needs of students as directed by the Principal.
- Managing the administration team, exercise initiative, discretion and judgement to ensure all duties are being performed in an accurate and timely manner.
- Have a good understanding of WHS policies and the ability to ensure these are understood and followed by all staff.
- Organise training and professional development opportunities for administration staff.
- Serve as part of the leadership team, being the link between the Leadership team and the administration team.
- The role requires the ability to pay attention to detail, maintain a flexible and resourceful approach to effectively multitask and manage workload.

Financial Duties:

- Be responsible for or have oversight of all finance tasks as required by the Principal and System Office Finance Department, including Creditors, Debtors, credit cards, petty cash, receipting all incoming monies.
- Providing administrative and financial management support to the school community in a manner consistent with the biblical ethos of the school.
- Collection of late fees including additional procedures as per the NT Christian Schools Fee Collection Policy and directions of the School Council (through the Principal).
- Overseeing the ordering of uniforms, assisting with end of year stock take of uniforms for Audit.
- Consultation with teaching and support staff regarding procedures (fundraising, requisitions etc)
- Purchase of material, equipment and services with due regard for both economy and quality.

Other Duties:

- Collating of Staff Leave forms and timesheets for Pay Summaries
- Supervision of the school cleaning contract.
- Organise urgent College building maintenance.
- Generally supervising the upkeep of buildings, grounds and equipment. Liaison with Groundsman over immediate repair needs.
- Ensuring that fire safety equipment is installed and maintained.
- Conferring with Tradesmen on ordering of materials for needs around the College.
- First Aid and relief of reception duties from time to time and during lunch breaks.
- Oversee student report distribution.
- Staff Tenancy:
 - providing handbooks for tenants
 - set up rental payment for tenants
 - ensure rental, electricity accounts are in tenant's name
- Other duties as directed by the Principal.

Selection Criteria

Essential

- 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.
- NT Working with Children Clearance (ochre card).
- Current Criminal History Check.
- NT Drivers Licence.

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.