



HopePoint Christian School is a K-6 school located in Georges Hall in South West Sydney with an enrolment of 150 students. We aim to provide an excellent Christ-Centred education by building, growing and empowering our students, staff and community. We have been serving our families for 40 years.

Applications are invited for the position of:

**BUSINESS MANAGER (PERMANENT/PART TIME)**

Reporting to the Principal, the successful applicant will have:

- Suitable qualifications;
- Strong working knowledge of Accounting and Financial Management with relevant tertiary or equivalent qualification;
- Thorough understanding of and experience in, corporate governance, risk management, compliance and work health and safety;
- Experience with Xero accounting software, Sentral management software system, Excel and Word;
- High level leadership, organisational and staff management skills;
- Well developed communication and interpersonal skills.

All staff are required to be Christians, active in their local church.

Salary will depend on qualifications and experience.

Information packs are available from:

Sarah Watling

PA to Principal

Email: [sarah@hpcs.nsw.edu.au](mailto:sarah@hpcs.nsw.edu.au)

Applications close: 7 August 2020