1 THE COLLEGE
Norwest Christian College was established in 1980 and today is a co-educational P-12 College with over 460 students. The College is situated in Riverstone, a suburb soon to be encompassed by the burgeoning North-West housing development. We seek to grow young people of faith, character and purpose by teaching NSW Board of Studies curricula from a Christian perspective and providing a range of programs that promote the development of Christian values and faith in the Lord Jesus Christ.

2 EMPLOYMENT CONDITIONS
The role is full-time and employment will be subject to the conditions of the NSW Christian Schools Multi-Enterprise Agreement.

3 CHRISTIAN BACKGROUND, ACTIVITY AND BELIEFS
The successful candidate will have addressed in their application:

a) the church they currently attend and their involvement in the life of that church and/or other Christian organisations;
b) their definition of a Christian and their experience of personal salvation;
c) how their faith affects their daily life; and
d) their belief about the inspiration and authority of the Bible.

4 SELECTION CRITERIA
The successful candidate will be able to demonstrate at interview:

a) a personal faith and commitment to the Lord Jesus Christ and a lifestyle consistent with that faith, including an active commitment to a Christian fellowship;
b) a willingness to support and help develop College culture and build the College community;
c) a minimum 2 years current experience in financial administration;
d) sound written and verbal communication skills;
e) attention to detail;
f) excellent organisational, planning and time management skills;
g) the ability to work independently as well as in a team;
h) the ability to work within time restraints and meet competing deadlines;
i) sound Word and Excel skills;
j) working knowledge of accounting software (preferably QuickBooks); and
k) exceptional data entry skills.

The following criteria would be advantageous to candidates, however are not essential:

a) qualifications in financial administration
b) experience in performing Payroll functions
c) working knowledge of HR software (preferably MicroPay)

5 APPLICATION
Applications should contain:

a) a covering letter addressing the items in the Christian Background, Activity and Beliefs section above;
b) a resume including relevant academic and work history, as well as professional experience and achievements;
c) contact details for two professional referees and the minister/pastor of their current church; and
d) copies of any qualifications, including academic transcripts.

Applications should be marked ‘Confidential Application’ and must be received by the Principal by email (pa@nwcc.nsw.edu.au), by mail (PO Box 6335, Rouse Hill Town Centre NSW 2155), or at the College office by COB on the closing date. Enquiries should be directed to the Principal’s PA (email pa@nwcc.nsw.edu.au or phone 02 8889 4600).

6 SHORT-LISTED CANDIDATES
Candidates shortlisted for interview will be expected to provide a Working With Children Check clearance number or clearance letter. They will be provided with the Position Description and expected to address its contents in the context of an interview.