



CENTRAL JAMAICA CONFERENCE

Job Vacancy

Business Manager

Business Manager | Willowdene Group of Schools

The Willowdene Group of Schools, owned and operated by the Central Jamaica Conference of Seventh-day Adventists, encompassing early childhood, prep, and high school levels, is seeking a **dynamic and experienced Business Manager** to oversee all financial and operational aspects of our institution.

The successful candidate will be the cornerstone of the financial health of the Willowdene Group of Schools, providing expert counsel, managing comprehensive accounting cycles, and playing a key role in strategic development. Beyond finance, the incumbent will also oversee the Tuck Shop and Canteen operations, manage school assets, supervise ancillary staff, and drive crucial fundraising initiatives.

Key Responsibilities:

- **Financial Management:** Oversee the full accounting cycle, including receipting, disbursements (payroll, payments), budgeting, and comprehensive financial reporting.
- **Strategic Collaboration:** Provide financial counsel to the Principal and School Board, contributing to strategic planning and execution.
- **Operational Oversight:** Manage Tuck Shop and Canteen operations, inventory, procurement, and ensure proper maintenance of school assets.
- **Fundraising Leadership:** Develop and implement fundraising strategies, cultivate donor relationships, and manage campaigns to secure diverse funding sources.

- **Compliance & Reporting:** Ensure meticulous record-keeping, timely submission of statutory documents, and prepare for annual audits.
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What You Bring:

- A **Bachelor's degree** in Accounting, Finance, Business Administration, or a related field. A Master's degree in Accounting or a related programme is preferred.
- **Professional accounting certification (e.g., ACCA)** is a plus.
- **At least three years of experience** in a similar role, with proven staff supervision and evaluation experience.
- Proficiency in **accounting software and Microsoft Office Suite**, particularly Excel.
- Sound knowledge of GAAP, budgeting, payroll procedures, inventory management, and fundraising principles.
- Exceptional analytical, organisational, and communication skills.
- A high degree of integrity, a proactive approach, and a strong commitment to the mission and values of the Willowdene Group of Schools.
- Familiarity with Seventh-day Adventist (SDA) denominational policies is an asset.

If you are a highly organised and financially astute professional with a passion for education and a desire to make a significant impact, we encourage you to apply!

SELECTION AND RECRUITMENT PROCESS

Please note that all candidates must provide complete and accurate information. To apply, please follow the instructions below:

1. Submit an up-to-date Resume/Curriculum Vitae that includes the month, year, and company name of employment for all experience and a cover letter to: hr@centralja.org. The subject of the mail should be "**Business Manager**" and addressed to the Human Resource Manager, Central Jamaica Conference, 58 Brunswick Avenue, Spanish Town, St Catherine
2. The evaluation of candidates is based on the criteria in the vacancy notice, and may include tests and/or assessments, as well as a competency-based interview.
3. Only selected candidates will be further contacted and will be required to present original degrees and request transcript of their grades to be sent directly the Office

of Human Resource

4. Candidates in the final selection step will be subject to reference checks based on the information provided.
5. A detailed job description is attached for more information.

As a Seventh-day Adventist institution, the Central Jamaica Conference gives preference to qualified individuals who are members of the Seventh-day Adventist Church.

CLOSING DATE: August 15, 2025