



Moriah College

בית ספר הר המוריה

Moriah College invites outstanding individuals to apply for the position of:

FINANCIAL ASSISTANCE & ENROLMENTS MANAGER

We are seeking an experienced and commercially minded individual to manage and drive all operational processes across Enrolments, with specific oversight of the College's Financial Assistance Programs.

As a senior member of the Enrolments team, you will primarily be responsible for assisting the Director of Enrolments & Engagement in managing enrolment data on all current and prospective students and their families. In addition, you will:

- Have a strong customer service orientation with demonstrated experience in Credit Analysis, Financial Modelling, Systems Analysis and Reporting.
- Design and create enhanced management reporting and agreed system improvements to support the Enrolments Officers.
- Manage all aspects of Moriah's Financial Assistance Programs and act as the key conduit between families and the Debtors & Fee Support Committee.
- Provide data insights, trends and recommendations to the Director of Enrolments & Engagement, CFO, FA Committee and Board of Directors.
- Provide acquittal reports and Financial Assistance support submissions on all aspects of Financial Assistance programs (including Bursaries, Fee Assistance, Deferrals, Scholarships, Sibling and Staff Discounts, IST and other Program Support Packages).

To be considered for this role, you will have:

- At least 5 years' demonstrated working experience in credit and operational roles
- A minimum 3 years' experience working with CRM's and large databases
- Advanced knowledge and experience in Excel and developing management reports
- Demonstrated track record of process improvements supporting revenue generation
- Experience working successfully with a broad range of stakeholders

All appointments will be based on merit selection without reference to the religion of applicants.

An empathy with the ethos of our Modern Orthodox Jewish Day School is essential.

Expressions of interest are now being invited for this exciting position.

Please e-mail expressions of interest with an outline of your suitability for the position to jobs@moriah.nsw.edu.au along with a copy of your resume.

For a confidential discussion regarding this role, please contact Lauren Koseff, Director of Enrolments & Engagement or Gavin Sher, Chief Financial Officer on 93751600.

Moriah College provides a dynamic working environment where staff are valued and students are committed to learning

Moriah College is a modern Orthodox Jewish Day School with a tradition of strong academic results