

Administration:

Business Manager

Full Time

**St Mary of the Angels Secondary College is a co-educational
Year 7 – 12 Catholic Secondary College located in Nathalia
Student population 675**



A permanent full time position exists for a dynamic, self starter with outstanding communications, interpersonal and leadership skills. The College Business Manager will lead our Office Administration team with executive responsibility for the College finances.

This exciting position will suit prospective applicants with business, finance and/or accountancy qualifications. Human resource experience would be an advantage.

The successful applicant will:

- Possess a deep commitment to the Catholic ethos and Franciscan Charism
- Possess appropriate Accounting qualifications and experience
- Demonstrate strong communication skills
- Demonstrate the ability to work in a team based environment
- Demonstrate strong Information, Communication and Technology skills (ICT)
- Demonstrate an understanding of Human Resources; Policy and Procedure
- Provide evidence of Mandatory Employment Requirements:
 - Working with Children's Check
 - Police Check

Applications should include:

- An introductory cover letter
- Response to the Key Selection Criteria
- Updated Resume inclusive of three professional referees

The Role Description and Key Selection Criteria can be obtained from
<http://www.smotanathalia.catholic.edu.au/about/employment>

Applications to be emailed to: principal@smotanathalia.catholic.edu.au

Applications close 12noon, Thursday 30th March, 2023

St Mary of the Angels community promotes the safety, wellbeing and inclusion of all children.