



St Joseph's College

ALBANY

The life of every person is a special journey

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Business Manager

Category:	Whole College
Status	Full-Time
Term	Temporary
Start Date:	Wednesday 1 January 2025
End Date:	Wednesday 31 December 2025

Position Details:

St Joseph's College is a growing Catholic school catering for students from Three-Year-Old to Year Twelve. The College is located in Albany which is approximately 410km south of Perth.

The Business Manager is responsible to the Principal for the financial viability of the school and the provision of resources, buildings and HR required to effectively support the educational programme of the school.

Selection Criteria:

Be supportive of the Catholic ethos of the College

Highly competent IT skills - experience in the Administration of Schools (AOS) is highly desirable

Possess effective communication and interpersonal skills

Ability to work independently as well as in a cooperative team environment

Excellent staff management skills

Experience in an educational setting

The Business Manager's main areas of operation are:

Financial, Human Resources, Property & Equipment, General Administration and Planning.

Qualifications Required:

- Accounting Qualifications

Working with Children Check Required

Closing Date for Applications: Saturday 30 November 2024

Please email applications with an accompanying Cover Letter to the Principal
Rachael.Keenan@cewa.edu.au