



St Paul's International College was founded in 1986 by the Sisters of St Paul de Chartres. This Order, founded in France in the late 17th century, has a long history of promoting academic excellence.

The College crest bears the Latin motto Omnibus Omnia, meaning 'All to all'. This phrase, taken from the First Letter of St Paul to the Corinthians, emphasises the need for tolerance, openness, understanding and kindness towards one another, regardless of cultural, social, racial or religious differences. In an increasingly globalised world, St. Paul's provides quality education for young people from a broad range of ethnic and cultural backgrounds to learn from and to respect each other's differences and to grow in an appreciation of their shared humanity.

Position Vacant - Business Manager

The College is calling for applications for an experienced Business Manager to support the College in providing operational leadership across facilities, accounts, contracts and financial reporting.

The position is a full-time permanent role to start in 2025 with a salary of \$120,000 pa commensurate to experience, qualifications and negotiated responsibilities.

For the right candidate, the College is also open to a more flexible working arrangement such as reduced hours and/or working weeks in-line with school times and terms.

Responsibilities

- Oversight and management of the College accounts and payroll staffing and systems.
- Financial budgeting and reporting, including liaising with the external auditor and meeting the relevant legislative and regulatory requirements.
- High level input into the maintenance, development and implementation of the College governance framework, insurances and risk mitigation.
- HR and contract administration, including interpretation and application of the relevant enterprise agreements and the National Employment Standards.



- Work collaboratively with the Head of Maintenance to provide operational and strategic advice on facilities and maintenance, and implementation of fire and ordnance requirements.
- Report directly to the College Executive including the College Director and Head of School.
- Work within and foster the College's collaborative management structure and sense of teamwork.
- Respect and support the Sisters of St Paul in their mission to educate our students.

Selection Criteria

- Relevant finance and/or accounting qualifications.
- NSW Working with Children Check.
- Professional experience in a similar role in a similar not-for-profit setting will be advantageous.
- Experience with individual contracts and application of enterprise agreements.
- Budgeting and financial reporting experience.
- Facility, maintenance, grounds and building program experience.
- The desire to contribute to and effect positive organisational change.
- An ability to earn trust and foster an environment of collaboration and achievement.
- Communication skills across the full range of mediums.

Applications

Applications are to include an up-to-date CV with relevant experience, qualifications, skills and references, and a cover letter which addresses the selection criteria.

Applications are to be addressed to the College Director, Sr Angelina Fong, and sent via email to info@spic.nsw.edu.au by COB Wednesday October 16th, 2024.

In the meantime, we very much look forward to receiving your application. This is a wonderful leadership opportunity to make a positive impact within a caring and vibrant community.