



**Join our team**

**Business Manager**

**Be a part of our transformative and supportive community empowering the next generation of learners.**

# Discover Holy Cross College

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Holy Cross College has been a cornerstone of quality Catholic education since 2010. Starting from humble beginnings, Holy Cross College has grown to become a thriving community with a double stream Primary School and six stream Secondary School on one campus in the heart of Ellenbrook.

Grounded in our faith and inspired by our connected and caring community, we strive to build promising futures for families and shape compassionate, confident and capable individuals prepared to make a positive impact on the world.

Our vision is for Holy Cross College to be a community of transformation in the spirit of the Risen Christ inspired by our College Patron, St Oscar Romero. Our mission is to empower students to have life to the full, inspired by Christ's journey of transformation and redemption.

At Holy Cross College, our holistic approach is guided by our LIFE pillars:

**Learning:** Our focus is on developing core learning skills to ensure our students are equipped to face the challenges of a rapidly changing world.

**Inter-relationships:** Nurturing a caring, compassionate and connected environment - not only among our students, but also our wider community.

**Faith:** Celebrating a hope-filled Christian faith, grounded in reflection that leads to justice and service. Our faith-based approach to education encourages students to explore and deepen their spirituality, helping them to develop a strong sense of social justice and service.

**Enrichment:** Enriching the lives of our community members through engagement in holistic opportunities that exist beyond the classroom.

## Position Description

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The Business Manager supports the Principal in ensuring the efficient running of the College and its long-term viability. As a part of the Senior Leadership Team the position is responsible for leading the Finance and Operational Services areas of the College with the aim of effectively supporting Teaching and Learning across the College.

The Business Manager will undertake their role in a manner befitting a senior leader in a Catholic College operating under Catholic Education Western Australia Ltd (CEWA). They will establish and foster working relationships with key stakeholders such as CEWA, the College Advisory Council, the local parish, business manager networks, and government authorities.

# Responsibilities

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## Strategic Financial Leadership

- Play an active role in the development and implementation of the College Strategic Plan.
- Ensure the College makes the best use of its resources particularly in relation to the financial implications of capital developments through financial modelling.
- Provide sustainable long-term financial management of the College.
- Continuously improve the College's financial, operational, risk management and business continuity strategy.
- Develop strong relationships with internal and external stakeholders.
- Understand and adhere to the requirements of CEWA Ltd and government policies, legislation and directives.
- Oversee the ordering, delivery and payment of all goods and services, including all contracts entered into on behalf of the College.
- Manage all aspects of cash flow including leases and loans.
- Act as the key contact for all funding agencies, including the preparing and lodging of grant applications and any required reporting.
- Negotiate, manage and monitor contracts, tenders and agreements.
- Formulate, monitor and review financial plans and annual budgets for income and expenditure.
- Oversee all processes relating to finance, including but not limited to, preparing and monitoring of the annual budget, asset register, accounts payable, monthly bank reconciliations, payroll function, and the active management of fees.
- Coordinate and prepare the annual financial accounts, submit statutory and Government returns, census, ABS surveys and questionnaires.
- Oversee the annual financial audit process and implement recommendations.

## Property and Resources

- Be responsible to the Principal and the College Advisory Council for the oversight, coordination and reporting of all Capital Works planning.
- Providing financial/resource information and advice as required by the College Advisory Council and Principal.
- Take an active role and lead in project management and the monitoring of outcomes across major projects, building and maintenance.
- Ensure effective risk management practices, including Workplace Safety and Health procedures, disaster recovery for financial and non-academic operating systems, and third-party contract management.
- Oversee and be accountable for the preparation of a long-term maintenance schedule of the College.
- Negotiate, manage and monitor contracts, tenders and agreements as required.

# Responsibilities

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## Staff Leadership and Management

- Actively supervise staff and teams within the Business Manager's portfolio.
- Guide, monitor and evaluate staff performance, succession planning, recruitment, induction and professional learning and relevant training.
- Take responsibility for the total payroll function including management of leave entitlements, taxation requirements, superannuation, workers compensation, salary packaging and interpreting all relevant awards and agreements, and liaise with staff concerning the same.
- Ensure that legislative and regulatory requirements are met by all support staff.
- Promote a positive working relationship between teaching and support staff to deliver effective outcomes for students, staff and the College community.
- Foster a positive and dynamic working environment by developing a team approach.
- Where appropriate address underperformance and misconduct in accordance with CEWA policies and under the guidance of CEWA.
- Be actively involved in the life of the College and College events.

## Governance Support and Risk

- Develop, implement and review a risk register and associated policies and procedures and risk management strategies.
- Act as Secretary to the College Advisory Committee, including being responsible for minutes, agendas, following up agreed actions, all administrative aspects, and compliance with legal and regulatory requirements. This includes involvement and coordination of the various subcommittees of the Committee.
- Ensure the College has effective and adequate insurances liaise effectively with CEWA insurers and handle any claims that arise according to CEWA policy.
- Ensure the College transportation system addresses College needs and is reliable and economical (public transport services, vehicles, contractors, bus licensing, safety).
- Act as key contact person for union and other regulatory bodies associated with the role.

## Other Duties

- Representing the College on appropriate external bodies relevant to the position of College Business Manager.
- Undertaking other duties as assigned by the Principal from time to time.

# Key Selection Criteria

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- Proven extensive business management experience, including an in-depth understanding of strategic financial management.
- Ability to work at an Executive level with demonstrated ability to motivate and lead a multidisciplinary team.
- Knowledge of and experience in day-to-day accounting procedures, financial management, and strategic development in the not-for-profit setting.
- Proven ability to manage stakeholder relationships.
- Strong written and verbal communication skills.
- Ability to remain solution-focused and calm in a fast-paced environment.
- Demonstrated ability to project-manage capital works programs, including those associated with Work Health and Safety, risk management, and budget and resource management.
- Sound judgment and the ability to operate autonomously.

## Personal

- Must be prepared to support the Catholic ethos in the performance of their duties.
- Showing examples of being self-reflective.
- Demonstrates a strong commitment to child safety by modelling and reinforcing attitudes and behaviours that value and respect children and young people.
- Promoting a child safe culture as a shared responsibility that is championed and modelled at all levels of the school community.
- Operating with a spirit of service and professionalism.

## Qualifications

### Essential:

- Qualification as a Chartered Accountant or Certified Practising Accountant.
- Accreditation to Work in a Catholic School (or willing to work towards).

### Desirable

- Postgraduate business and/or education qualification, for example, MBA.

# Why Join Us?

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Each staff member at Holy Cross College plays a fundamental role in advancing our vision, mission and the strategic direction of the College. Our team is collaborate and committed to seeking new knowledge, keeping the College continually at the forefront of modern education. With access to state-of-the-art facilities, new technologies and abundant resources, we seek to provide our community with the best learning experience.

Employees enjoy:

- Salary packaging benefits
- Discounted rates on corporate health insurance and wellbeing initiatives
- One additional leave day - Catholic day leave
- Fitness Centre
- Work with State-of-the-art technology
- Professional development - Apple Distinguished
- 30 minutes from the CBD
- Connected community

## Apply Today

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**Commencement Date:** May/June 2026 via negotiation.

Persons appointed to this position should address the following points:

- Actively support and promote the objectives and ethos of Catholic Education as articulated in the Bishops of WA Mandate for Catholic schools and the Vision and Mission of the College.
- Demonstrate capacities in all areas of the key responsibilities and selection criteria as articulated in the Role Description.
- Have completed or be willing to undertake and complete accreditation to work in a Catholic school.
- Have a current Working with Children Card (WWCC).

**Position Title:** Business Manager

**Conditions:** Full Time

**Line Manager:** Principal

**Classification:** Category 8 (Level 1-4).

**Applications Close:** May 4<sup>th</sup> 2026 at 9:00am

Please complete the below checklist and email the appropriate documents to the Principal's Assistant at: [employment@holycross.wa.edu.au](mailto:employment@holycross.wa.edu.au).

All applications should be sent with the following documents:

- Valid working with Children Card
- Covering letter (no more than two pages that addresses the selection criteria)
- Resume
- Transcript outlining relevant qualifications
- Application For Employment Form