



Catholic Education Sandhurst Limited

Diocese of Sandhurst



GALEN CATHOLIC COLLEGE WANGARATTA Business Manager

Galen Catholic College are seeking a Business Manager. As a member of the College Executive Team you will provide a key role in both business operations and planning of the college. Key responsibilities include strategic leadership, financial reporting, governance and risk management, administrative services and accounting, property and contract management and overseeing the overall running of the Colleges facilities and services.

You will have:

- A degree qualification in Business Management, Accounting, Economics, or related area.
- Experience in strategic financial management and leading a team.
- Understanding of payroll and finance.
- Demonstrated ability to project manage Capital Works programs, including Work Health and Safety, risk management, budget, and resource management.
- Exceptional communication and negotiation skills.

What CES Ltd can offer you:

- Be part of a large organisation that offers support and assistance.
- Remuneration of \$107-118K plus superannuation.
- Opportunity for salary packaging.

**Closing Date for Applications:
12.00 pm Monday 9 October 2023**

For more details about the role please download the position description from:
www.ceosand.catholic.edu.au

Please email your cover letter and resume addressing the key selection criteria to:
principal@galen.vic.edu.au

CES Ltd embraces diversity and social inclusion and encourages people from diverse backgrounds to apply.
We are committed to promoting the safety, wellbeing, and inclusion of all children.