



HUTTON
CONSULTING
AUSTRALIA

Business Manager

Kilbreda College is an independent Catholic College for girls located in the bayside suburb of Mentone. Founded in 1904, the College embraces the legacy of Saint Brigid and is committed to the core values and beliefs of the Brigidine tradition of *Strength and Kindliness*.

The College is now looking for an outstanding Business Manager who, as a member of the College Leadership Team and as such, will assist and support the Principal in all aspects of school leadership. Each team member fulfils a role in promoting and celebrating the College's identity as a Catholic school in the Brigidine tradition and shares the responsibility of inspiring and leading staff and students in their commitment to the core values of the College as well as the Kildare Ministries Living Justice Charter.

The Business Manager is responsible for all financial and business operations of the College, including College finances and administration services; canteen operation; ICT; uniform and booklist contracts; buildings and grounds; plant maintenance; and cleaning. The position requires some involvement in College Community activities outside designated hours.

The successful candidate will hold appropriate accounting/business qualifications (CPA, CA or MBA), have experience in educational or not-for-profit entities and have an innate ability and proven experience to demonstrate:

- knowledge and expertise in the area of financial management, OH&S and management practices
- well-developed interpersonal and communication skills and proven ability to liaise and communicate effectively with others
- ability to document, implement and monitor administrative procedures
- capacity to provide leadership that is characterised by a desire for continuous improvement, lateral thinking, and innovation
- proven capacity to work independently and effectively in the face of changing priorities, deadlines and pressures
- proficiency in the use of information and communication technologies
- commitment to ongoing Professional Learning
- ability to manage organisational strategic planning and the effective use of resources to achieve educational goals

Kilbreda College has a zero tolerance of all forms of child abuse and has policies and processes in place to protect students. The College takes all allegations and concerns seriously and responds in line with the organisation's policies and procedures.

The initial appointment will be full time for a five-year period with the opportunity for contract renewal after a summative review in the final year of the contract. A competitive salary will be negotiated appropriate to qualifications and experience.

Kilbreda College has engaged **Hutton Consulting Australia** to assist with the search and selection process for this position. For a full position description, a confidential discussion or enquiries regarding the application process, please contact **Amanda Samson** on 0433 356 911 or amanda.samson@hutton.education or **Rob Sieben** on 0408 083 083 or email rob.sieben@hutton.education

Applications must include a full cover letter addressing the Key Selection Criteria (maximum 2 pages), a detailed curriculum vitae (maximum 4 pages) and the contact details of three professional referees.

Closing date for applications is Monday 6 April 5pm

Celebrating over 100 successful senior appointments. Your next step in leadership search starts with us.

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