

Marian College

Business Manager



Position Description

Position reports to	Principal
Responsible for	Administration Staff, IT Staff, Maintenance Staff, Canteen Staff & Cleaning Staff

Position Overview

The Business Manager contributes to the mission of Marian College and Kildare Ministries by stewarding the College's resources with integrity, transparency and strategic foresight. Rooted in the Brigidine tradition, this role supports the growth and sustainability of the College by ensuring that financial, operational and administrative systems reflect the values of justice, service and responsible leadership.

Catholic Identity and Mission

- Promote the ethos, mission and strategic goals of Marian College and Kildare Ministries.
- Support the College's values, policies and procedures through visible and relational leadership.

Leadership and Vision

- Serve as a key member of the College Leadership Team, contributing to strategic planning, business planning, school improvement and cultural leadership.
- Work with the Principal to promote the mission and values of the College, and to implement the Strategic Plan and Annual Action Plan.
- Provide strategic oversight of all non-teaching functions of the College, including finance, property, IT, compliance, administration and support services.
- Embed high expectations, collaborative planning and continuous improvement across all areas of business operations.
- Be a visible presence in the life of the College, including attendance at key events and community gatherings.

Financial and Operational Management

- Oversee all accounting systems, financial planning, budgeting and reporting.
- Prepare internal financial reports and long-range cash flow projections for the Principal, Kildare Education Ministries and the Stewardship Council.
- Manage fee collection, BAS submissions, audits and financial returns to relevant authorities.
- Liaise with families regarding fee arrangements and government assistance.
- Monitor loans, leases and capital expenditure, including feasibility studies and financial planning.
- Ensure strong internal controls, segregation of duties and compliance with financial policies.
- Supervise payroll, taxation, superannuation and Workcover processes in line with awards and agreements.
- Lead cyclical review and innovation in financial and operational policies and practices.
- Ensure that all aspects of the Kildare Education Ministries Delegations of Authority Manual are adhered to.
- Prepare the annual College budget and present it to the Finance Committee and Stewardship Council for endorsement.
 - Prepare monthly budget accounts for distribution to the Curriculum/Team leaders.
 - Liaise with budget holders to ensure that budgetary expectations are met.
 - Monitor expenditure against budgets and respond accordingly, notifying the Principal of any variances.

Property and resource management

- Develop and oversee a strategic maintenance schedule for buildings, grounds and equipment.
- Coordinate capital works planning and project management in collaboration with the Principal.
 - Liaise with architects, builders and consultants regarding design, construction and timelines.
 - Oversee tender processes and ensure compliance with procurement policies.
 - Prepare documentation for capital grant applications and identify funding opportunities.
 - Communicate capital works updates to staff, families and the wider community.
- Monitor and maintain registers of property, capital assets and conduct annual inventories.
- Liaise with contractors and service providers, ensuring compliance with safety and child-safe standards.
- Monitor security systems, key distribution and environmental sustainability practices.
- Oversee ICT operations and infrastructure, including hardware upgrades and service contracts.
- Support the effective use of College facilities for internal and external purposes.
- Monitor workplace hazards, report incidents and support continuous improvement in safety systems.
- Ensure compliance with all relevant legislation, policies and procedures.

Staff Leadership and Development

- Line manage Finance, Administration, Maintenance, ICT, Canteen and Cleaning staff.
- Promote a positive and dynamic working environment through team development and open communication.
- Support individuals and teams to navigate change constructively and evaluate its impact.
- Identify professional development needs for support staff and recommend relevant training.

Communication and Engagement

- Communicate clearly and respectfully with staff, students, families and external stakeholders.
- Contribute to newsletters and College publications to inform the community of operational updates.
- Establish and maintain relationships with Kildare Ministries, Kildare Education Ministries and key external bodies, including Diocese of Ballarat Catholic Education Limited, government departments and professional networks.
- Support the organisation of major College events in collaboration with the Leadership Team.
- Ensure that operational decisions and financial planning are transparent, inclusive and aligned with College priorities.

Commitment to Child Safety

Consistent with our mission as a Catholic school in the Brigidine traditions, Marian College is committed to a culture of child safety and a zero tolerance for child abuse. All staff are expected to uphold the primacy of safety and wellbeing of our students. The Business Manager must:

- Adhere to Child Safety legislation and College requirements
- Provide students with a child-safe environment in which the inherent dignity of children and young people is respected and nurtured
- Be familiar with and comply with the Marian College and KEM Child Safe Code of Conduct and Child Safety policies and any other policies or procedures relating to child safety
- Demonstrate duty of care to students in relation to their physical and mental wellbeing
- Maintain confidentiality, discretion and professional boundaries in all matters
- Maintain current Working with Children Check and update this annually and provide a National Police Check when required.

Health and Safety

All Marian College staff are expected to:

- Adhere to, and implement, safe work practices and procedures in accordance with Marian College and KEM policies
- Work safely and report any hazards in accordance with college procedures
- Monitor and take full care of the health and safety of others
- Participate when required in the resolution of safety issues.

Additionally the Business Manager is expected to:

- Lead or co-lead the development of a best-practice OHS culture across the College
- Participate in or chair OHS Committees, contributing to agenda setting, inspections, and audits
- Oversee emergency management administration, including drills, evacuation plans, and incident reporting
- Ensure security systems and safety infrastructure (e.g. alarms, patrols, key access) are maintained and monitored.

Skills and Attributes

- Proven capacity to lead financial and operational systems with strategic insight and attention to detail.
- Appropriate accounting/business academic qualifications (CPA, CA or MBA) or appropriate industry experience.
- Strong interpersonal and communication skills across diverse teams and stakeholders.
- Ability to work collaboratively and independently, managing competing priorities with professionalism.
- Demonstrated 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.
- Commitment to ethical leadership, continuous improvement and inclusive practice.
- Alignment with the values of Kildare Ministries and the Brigidine tradition.

Other Duties

It is not the intention of this role description to limit the scope or accountability of the position but to highlight the most important aspects. All employees are required to undertake reasonable duties commensurate with their skills and training from time to time in accordance with the needs of the College or as directed by the Principal.

Remuneration and Tenure

Remuneration: Salary will be negotiated dependent on qualifications and experience.

Tenure: Initial appointment will be for a five-year period with the opportunity for contract renewal after a summative review in the final year of the contract.

Leave entitlements: 4 weeks annual leave plus 3 non-term weeks

Other: Mobile phone and laptop provided.