



# Caroline Chisholm Catholic College

## Position Description – Business Manager

**POSITION CLASSIFICATION:** **Business Manager**

**REPORTS TO:** **Principal**

The Business Manager is responsible for the financial, property, facilities management and all the non-academic administration of the College. The Business Manager is a member of the College Leadership Team.

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### Responsibilities

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The Business Manager is responsible for the oversight of:

- **Finances:** All College finances: fees, recurrent and capital grants, recurrent and capital expenditures, and all College budgets.
- All non-academic personnel of the College.
- The maintenance, cleaning and security arrangements of the College.
- The Information and Communications Structure and requirements of the College.

In addition, the Business Manager is responsible for the:

- Liaison with architects, builders, and external contractors of the College.
- Liaison with the Melbourne Archdiocese Catholic Schools Ltd (MACS) with reference to their requirements on financial reporting and building works.
- The strategic future direction of all College financial resources.

### Areas of Responsibility

- Maintenance Department
- Cafeteria
- Finance and Accounts
- ICT Department
- College General Administration
- Other areas as directed by the Principal of the College

### Selection Criteria

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- Tertiary Degree or higher in Business, Financial Management and Governance.
  - Extensive experience as Business Manager in a large organisation, preferably a large secondary College
  - Adherence to the Catholic ethos of the College
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### Terms & Conditions

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Terms and Conditions of employment are as per the Catholic Education Multi Enterprise Agreement 2022 (CEMEA).

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**Caroline Chisholm Catholic College is a Child Safe School.**

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