

St Marcellin Catholic College

Business Manager
Applicant Package



St Marcellin
CATHOLIC COLLEGE

STRONG MINDS | GENTLE HEARTS 





St Marcellin

CATHOLIC COLLEGE

St Marcellin Catholic College is a Foundation K-12 community located in the beautiful coastal town of Madora Bay, Western Australia. We are a rapidly growing community with a projection of 1600 students K-12. At this point in time, the Business Manager is the only member of the Finance Team. As we grow, new roles including a Finance Officer will be added. This is an incredible chance to help shape the growth of a foundation College and leave a lasting legacy at St Marcellin Catholic College.

Vision and Values

Educating in the Marist Tradition, the College is inspired by St Marcellin Champagnat who sought to make Jesus known and loved by all. St Marcellin was a seeker of knowledge with a heart that knew no bounds.

This community has a vision to develop young people with **'Strong Minds and Gentle Hearts;** people of **Hope**, demonstrating through their actions, **Compassion** and **Humility**. In Marist schools, as Christ centred communities, we strive to model and share the Gospel values with our young people. Our College has community at its heart. You are invited to join a culture that values positive and meaningful relationships.

Marist Characteristics

Simplicity - Marcellin believed that simplicity means accepting ourselves as we are, with all our strengths and weaknesses. He urged us to be transparent, to be people of integrity, and to let people, especially young people, see us just as we are.

Love of Work - Marcellin, the builder, shows us the importance of being ready to "roll up our sleeves", prepared to do whatever is needed for the vision of our community. We follow his example in being generous of heart, constant and persevering in our daily work.

Presence - Marcellin wanted his followers to do nothing less than immerse themselves in the lives of the young - "constant presence" among them, he called it - and to show them at all times what it is to live as a good Christian and citizen.

Family Spirit - It is something tangibly experienced. You feel it in the warmth of the College. You feel it in the welcome and hospitality. You feel it in the lack of pretence or arrogance. You feel it in the sense of belonging and the broad inclusivity of that. You feel it in people's care and kindness. You feel it in trust and respect.

In the Way of Mary - Marcellin knew Mary would be the best possible model of one who prized each human being for their own sake. Mary shows by her humility and generosity, the claims of the common good. In a world which put up and pulled down others, Mary revealed that the real God was someone with dusty feet.



Overarching Position Statement

The Business Manager at St Marcellin Catholic College will commit to building community as a priority. They should personally demonstrate our motto of Strong Minds and Gentle Hearts. This position requires an individual to possess compassion, humility, patience, agility and outstanding communication skills.

Within this context of leading in a Catholic school, the Business Manager as a member of the College Executive, is ultimately responsible for ensuring the sound financial management of the College. The Business Manager will lead the Finance and Grounds team and as we grow, the Administration team. They carry the responsibility for financial affairs, capital planning and property management of the College. An associated support function is to oversee all building projects, servicing the school asset base (maintenance and grounds), cleaning services, and administration of the College. A clear vision to grow and develop these processes in line with the Vision and Mission of the College, and the College Strategic Plan is a vital aspect of the role.

The general duties of the Business Manager are as described below. Specific duties are managed by the Principal and may be altered from time to time after discussion with the Principal.

Key Position Relationships

The diagram below outlines the organisational structure for 2026/2027 and in particular, the key relationships for this role. As the College continues to grow, this will develop and further leadership positions and other roles will be added.

Principal

Assistant Principal

Business Manager



Key Postion Relationships

Executive Team Member
Key lead of College Groundsman
Advisory Council Executive Officer

CATHOLIC IDENTITY

Catholic leaders promote the purposes and aims of evangelisation. As such, they are invited to develop their school communities as faith communities by emphasising its religious dimension. They are encouraged to ensure that Christian values are reflected in attitudes and school policies and practices.

- Demonstrate a personal commitment to the College Vision and Values underpinning the delivery of a Catholic education to students in our College community
- Actively work to promote the charism of Saint Marcellin Champagnat and the mission and life of the Catholic Church within the College
- Uphold the value and dignity of each person in relationships with staff, parents and students
- Welcome our community warmly. Demonstrate a capacity to build a community where belonging prevails
- Hold an image of our students and staff as competent, capable, creative, responsible, resourceful and resilient.

COMMUNITY

Catholic leaders are responsible for developing, promoting and sustaining the Catholic life of the school community. They are called upon to foster a safe, purposeful and inclusive learning environment whilst developing constructive and respectful relationships within their community. In the Catholic tradition, community is underpinned by the principles of Catholic social teaching – the common good, subsidiarity, solidarity and participation. Consequently, school community leadership requires the design of organisational structures that are characterised by service, collaborative decision-making, genuine participation and patterns of cooperation.

Staff Leadership

- Foster a positive and dynamic working environment by developing a team approach.
- Actively lead staff and teams within the Business Manager's portfolio.
- Work alongside the Executive Team to guide and support professional learning and growth for support staff.
- Promote a positive working relationship between teaching and support staff to deliver effective outcomes for students, staff and the College community.
- Ensure that legislative and regulatory requirements are met.
- Be actively involved in the life of the College and College events.

STEWARDSHIP

Stewardship recognises that God is creator of the universe and that policies and organisational structures serve individual and communal development, as well as care for the earth. Stewards are called upon to design and implement policies and procedures that ensure equity via the effective use and maintenance of the human, physical and financial resources of the school.

The role of Business Manager in the Stewardship domain encompasses

Strategic Financial Leadership

- Play an active role alongside the Principal and leadership team 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.
- 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 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.
- 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, accounts payable, monthly bank reconciliations and the active management of fees.
- Oversee College payroll functions within our established CEWA frameworks and with the support of relevant CEWA teams.
- Oversee the preparation of the financial and statistical reporting requirements of the College and ensure they are submitted accurately in a timely manner. These include but are not limited to the State and Federal Government Census collections, COSI, NCCD, Student Attendance Data, Student Background Data, BAS.
- Establish and maintain appropriate internal controls for cash, investments, operational and capital expenditure in line with CEWA Delegations of Authority.
- Coordinate and prepare the annual financial accounts, submit statutory and Government returns, census, ABS surveys and questionnaires.

Property and Resources

- Be responsible to the Principal and the College Advisory Council for the oversight, coordination and reporting of all Capital Works planning.
- Provide 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.
- Oversee the preparation of a long-term maintenance schedule for the College.
- Negotiate, manage and monitor contracts, tenders and agreements as required.
- Oversee systems relating to the security and protection of College assets.
- Prepare and maintain a facilities maintenance plan and asset register.

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).
- Accountable for ensuring governance and compliance frameworks are implemented and maintained in line with CEWA requirements.
- Acts a key advisor to the Principal and Advisory Council on financial and governance matters

Qualifications

Essential

- Qualification as a Chartered Accountant or Certified Practising Accountant.
- Accreditation for Non-Teaching Professional Staff in a Catholic School or preparedness to work towards.

Desirable

- Experience working in a Catholic College
- Postgraduate business and/or education qualification, for example, MBA.

Personal Attributes

- Commitment to the mission, values and ethos of St Marcellin Catholic College
- Alignment with Marist characteristics: presence, simplicity, humility and a love of work in the Way of Mary
- Warm, respectful and relational approach with staff, students and families
- Proactive, adaptable and solutions-focused
- Strong sense of service and teamwork within a faith-filled community

Requirements (CECWA Policy: Appointment of Staff in Catholic Schools)

- As a condition of employment, staff are committed to Catholic values to cooperate actively in fostering the College's mission through its life and curriculum (Bishops Mandate 96)
- Staff must be fully supportive of the objectives and ethos of Catholic Education
- Child safety and protection is a fundamental responsibility for everyone in the College
- Have completed or undertake to complete Accreditation in accordance with the CEWA Accreditation Framework.

It is a condition of your employment you have and maintain the following:

- A current Working with Children Check Card (WWC)
- A National Police Clearance (no older than 90 days)
- Accreditation for Non-Teaching Professional Staff in a Catholic School or preparedness to work towards.
- Undergo Mandatory training as required by the College
- Undergo Staff Code of Conduct training

Selection Criteria

- Willingness and desire to actively support the Catholic Ethos and Marist Vision and Values of our College.
- Experience working as a part of a collaborative team.
- 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 team.
- Knowledge of, and experience in, day-to-day accounting procedures, financial management and strategic development.
- Proven ability to manage stakeholder relationships.
- Exemplary written and oral communication skills.
- Ability to remain solution focused and calm in a fast-paced environment.
- Proven ability to work with others, build trust and develop a strong sense of team within a shared vision.
- Sound judgment and the ability to operate autonomously.



St Marcellin

CATHOLIC COLLEGE

STRONG MINDS | GENTLE HEARTS

Position Details

St Marcellin Catholic College is seeking applications from Business Managers to join our Foundation College in its second year of operation.

Title	Business Manager
Accountable to	College Principal
Hours of Work	Fulltime Ongoing (48 Weeks Worked)
Classification	Category 2 Level 1
Commencement	June 29, 2026 (Negotiable)

Application Process

- Please prepare a cover letter addressed to Mrs Anita Da Silva
- Please prepare a two-page response addressing the selection criteria
- Please provide a curriculum vitae detailing relevant experience, qualifications and skills for the role and the names of three professional referees.
- Applications must be emailed to employment@stmarcellin.wa.edu.au
- Confidential enquiries can be made to the Assistant Principal at kylie.day1@cewa.edu.au
- Applications close Tuesday May 12 at 4.00pm



St Marcellin

CATHOLIC COLLEGE

