Applications are invited for the following fulltime position commencing on Tuesday 18th April 2017 (5 year fixed contract)

**Business Manager**

This Senior Leadership appointment will require you to demonstrate:

- Excellent organisational and communication skills
- A strong knowledge in all areas of financial management to include payroll, accounts payable and receivable, financial control, GST and financial analysis, budgeting and strategic planning
- Competency in Microsoft Office suite as well as accounting and payroll software systems
- Appropriate tertiary qualifications and / or experience
- Your support of the Catholic, Josephite tradition of the school
- An ability and commitment to work collaboratively with, and manage other staff

The remuneration package will be commensurate with qualifications and experience.

St Joseph’s School is committed to the safety and wellbeing of children and young people. This commitment is reflected in its recruitment and selection processes.

A job description is available from the School by telephoning the Principal’s Personal Assistant.

Applicants should forward their applications to:

The Principal, Dr Sandra Hewson  
St Joseph’s School  
PO Box 971  
PORT LINCOLN SA 5606  
or  
Email: dianne.drennan@sjspl.catholic.edu.au

Please include the names and contact numbers of three recent referees.

**Applications close 4pm Friday 17th March 2017**

Telephone: 08 8683 2400