

Applications are invited for the position of

BUSINESS MANAGER LAKESIDE COLLEGE



Situated 60km south east of Melbourne in the Cardinia Shire and one of Australia's fastest urban growth areas Lakeside College is a P-12 College that currently has 350 enrolments.

The College is seeking the services of a dynamic and committed Business Manager with the necessary business and financial management expertise and experience also with broader administrative and facilities management suitable for a school environment.

The successful applicant for this senior position will have:

- Qualifications and experience in business and financial management
- Excellent communication skills
- Computer literacy, including experience with financial software
- Experience with or an understanding of facilities management
- A willingness to support the Christian ethos of the College

The Business Manager will be responsible for:

- Overall business and financial operation of the College
- Human resource management of non-teaching staff
- Oversight of property management
- Occupational Health and Safety
- Contributing to Strategic Planning as a member of the College Leadership Team

Experience of or an appreciation of the operations and culture of a P-12 College is preferred.

An attractive salary is offered and will be negotiated with the successful applicant. Commencement is from the **Tuesday, 03 April 2018**, or as mutually agreed.

A Position Statement and Job Description that outlines the requirements of the role, along with the application process is available on the College website at www.lakeside.vic.edu.au

Applications close **COB Monday, 19 February 2018**

Please direct enquiries and applications to:

Mr Thomas Brennan

Principal

Lakeside College

2 Portobello Road Pakenham, VIC 3810

Phone: (03) 5941 7544

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