



St Joseph's College

ALBANY

The life of every person is a special journey

Martin Road Albany WA 6330

(08) 9844 0222

admin@sjc.wa.edu.au

www.sjc.wa.edu.au

Business Manager

Category:	Whole College
Status	Full-Time
Term	Permanent
Start Date:	Monday 21 September 2026
End Date:	-

Position Details:

Would you like a sea and tree change to a vibrant regional centre? St Joseph's College is a Catholic school catering for students from Three-Year-Old to Year Twelve. The College is located in Albany which is approximately 410km south of Perth. The Business Manager is responsible to the Principal for the financial viability of the school and is a member of the College Executive. The Business Manager will play a pivotal role in ensuring the long-term sustainability and success of the College through strategic leadership of finance, facilities, risk management, compliance and operational services.

Selection Criteria:

Demonstrative a strong commitment to the Catholic ethos and mission of Catholic education.

Highly competent IT skills - experience in the Administration of Schools (AOS) and Zycus is desirable.

Demonstrate experience in senior business, financial and operational leadership, including strategic financial planning, budgeting, forecasting and capital development (building projects).

Possess effective communication and interpersonal skills.

Ability to work independently as well as in a cooperative team environment.

Excellent staff management skills.

The Business Manager's main areas of operation are:

Financial, Human Resources, Property & Equipment, General Administration, Work Health Safety.

Qualifications Required:

Accounting Qualifications

Working with Children Check Required

Closing Date for Applications:

Tuesday 8 September 2026

Please email applications with an accompanying Cover Letter to the Principal
Rachael.Keenan@cewa.edu.au