

Business Manager

Prince of Peace Lutheran College

Prince of Peace Lutheran College is a Kindy to Year 12, coeducational independent Lutheran school located across two campuses in Everton Hills and Everton Park on the north side of Brisbane. The College, commencing in 1985 as a primary school and reaching Year 12 in 2012, has a current enrolment of just over 800 students and continues to grow its reputation as a flourishing environment for children and young people to receive a high-quality education.

Applications are sought for a dynamic, innovative and capable Business Manager to lead our administration and finance areas. Reporting to the Head of College and College Council, you will demonstrate strong business, finance, infrastructure and people leadership skills that will be supported by extensive industry experience and appropriate tertiary qualifications.

This full-time position (5 year contract) with generous working conditions is available for commencement from September 2023.

As a member of the College's Executive Team, this role supports the Head of College and College Council with:

- Implementation of the College vision, mission and strategic aims
- Leadership of the College financial/business processes and procedures
- Implementation of College Council decisions and directions relating to College financial/business management
- Strategic thinking and planning recommendations to ensure effective and efficient College financial, business and infrastructure developments that support learning
- Knowledge and assurance that financial, business and human resource management decisions are framed within local, state and federal government regulations.

Experience in the operations and culture of a school environment will be preferred. An active involvement in the life of the College is required. Your ability to uphold the ethos of the College and support the teachings of the Lutheran Church of Australia must be demonstrated.

Further information including a position description is available from Karen Osborne – Personal Assistant to the Head of College or via the College website, listed below. Your written application addressing the key selection criteria and supported by your curriculum vitae and appropriate references is to be provided to:

Head of College
Prince of Peace Lutheran College
20 Rogers Parade West
EVERTON PARK QLD 4053
Email: principal@princeofpeace.qld.edu.au
Website: www.princeofpeace.qld.edu.au

Applications close 4pm Friday 21 July 2023
Ph: 07 3872 5620