



# MacKillop College

## Assistant Business Manager

We are a Catholic Coeducational Secondary College with two campuses, set on approximately 20 hectares of beautiful gardens and playing fields. MacKillop is a college in the Josephite tradition, inspired by the spirit of St Mary of the Cross MacKillop; we invite passionate engagement in lifelong and authentic learning, respect diversity and support every person in the pursuit of excellence.

MacKillop is an innovative learning community offering contemporary facilities, a vibrant curriculum and supportive wellbeing programs that are respectful and responsive to the individual needs of approximately 1,730 students from Years 7-12.

### About the role

MacKillop College invites applications from experienced finance professionals who are seeking a fixed term position of influence and responsibility within a dynamic Finance and Administrative team.

As key resource and advisor to the Business Manager and Principal, this role will support a diverse range of financial and stewardship activities including producing accurate and timely financial statements, reports and providing comprehensive analysis for the College Leadership Team and Melbourne Archdiocese Catholic Schools.

To be successful in this role you will need experience with the management of monthly accounts, lodgement of statutory returns and have a strong understanding and commitment to meeting all legislative and regulatory compliance obligations. You will be a trusted colleague and advisor to the wider finance team, offering operational support to problem solve, evaluate and implement process improvements to enhance efficiency and the flow of information within the team and across the College.

**This is a Fixed Term (leave replacement) appointment commencing immediately, until the end of August 2026.**

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#### Our ideal Candidate will have

- a sound understanding of accounting principles
- demonstrated experience using financial and accounting software
- a proven track record in coordinating financial activities including financial forecasting, analysis, cashflow management and budget management
- highly developed understanding of contemporary finance practices and legislative and regulatory compliance obligations
- demonstrated experience in the preparation of annual and periodic financial statements and reports
- an ability to build respectful relationships
- a commitment to work in a Catholic Education environment.

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#### Benefits

- our welcoming culture based on Gospel Values and pastoral approach towards educator and student wellbeing
- employee wellbeing programs with an emphasis on emotional support including access to counselling and debriefing
- approachable and accessible College Leadership Team
- sponsored/subsidised learning for completion of higher education qualifications
- future career opportunities with our new K-12 campus opening in Wyndham Vale in 2027.
- free onsite parking and gym
- discounted College fees



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## Application

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To apply for this role please visit <https://www.mackillop.vic.edu.au/information/employment/> and obtain an application form and position description. Applications must include:

- MacKillop College application for employment form
- a current Curriculum Vitae
- a covering letter, outlining your suitability for the position

Completed applications can be emailed to [employment@mackillop.vic.edu.au](mailto:employment@mackillop.vic.edu.au)

**Applications close:** 16 May 2025

**Further information:** Please contact Michael Trainor, Director People & Culture on 0439 560 092.

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*Mackillop College promotes the safety, wellbeing, and inclusion of all students*

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