



POSITION DETAILS	<b>Position Title</b>	Business & Finance Manager
	<b>Area</b>	Administration
	<b>Position Reports to</b>	Principal
	<b>Role Location</b>	Castlemaine Steiner School and Kindergarten (CSSK) is a vibrant, well-established independent school set on 18 acres of bushland in Central Victoria. Founded on the educational philosophy of Rudolf Steiner, CSSK offers a nurturing and creative learning environment from Playgroup through to Class 8. Our values emphasise reverence for the natural world, imagination in education, and a strong sense of community.
	<b>Key Role Relationships</b>	Principal, Board, Finance Officer, Site Manager, Teaching and Admin Staff, Parents, Auditors, Government Agencies
	<b>Employment type</b>	Part-time (minimum 0.6 FTE, exact FTE negotiable). Flexible work options with partial remote working available.

### Statement of Commitment to Child Safety

The well-being and safety of all students is of central importance at Castlemaine Steiner School & Kindergarten. Young people, including those of a linguistically or culturally diverse background, with a disability, or who identify as Aboriginal or Torres Strait islander, have the right to be physically and emotionally safe at all times. They have the right to be protected from all abuse and neglect. All employees of Castlemaine Steiner School & Kindergarten are responsible for ensuring the Child Safe Policy is enforced and are required to follow the CSSK *Code of Conduct – Child Safety* and undertake training in this area as required. All applicants should be aware that the school conducts extensive background checks in accordance with our Child Safe Policy.

PRIMARY ROLE	<p>The Business &amp; Finance Manager (“the Role”) is responsible for overseeing the financial health and compliance of the school with all legislative and statutory obligations, ensuring strong financial controls and effective reporting. A key element of the Role includes supporting the Principal in creating and executing the school’s strategic plan, ensuring the long-term sustainability and prosperity of the school</p> <p>The Role also includes the preparation and management of budgets, financial forecasting, compliance reporting, payroll and, where applicable, aspects of Human Resources (HR) management. The Role will oversee the Finance Officer, who is responsible for bookkeeping and other financial support tasks.</p>
--------------	--

### Financial Management and Reporting

- Prepare monthly and year-to-date financial reports, including P&L, balance sheet and cash flow statements.
- Oversee annual financial audits and ensure accurate statutory reporting to the ATO, ACNC, ASIC, VRQA and other relevant authorities as required.
- Maintain and reconcile accounts, manage the general ledger, and monitor cash flow.
- Support the Principal in preparing the annual school budget and class resource budgets.
- Monitor and report on budget performance to the Principal and Board and provide variance analysis.
- Ensure fee invoicing is timely and accurate, oversee fee assistance and collections (noting the school employs the services of EdStart and TASS).
- Manage government funding applications, grants and financial acquittals, including ensuring a strategic focus to grant and funding applications.
- Working with the Sites and Ground Manager, maintain an appropriate Fixed Asset Register.
- Oversee school purchasing processes including ordering, receipting and payment of invoices.

### Compliance and Risk

- Ensure compliance with all financial, regulatory and audit requirements.
- Maintain adequate insurance coverage and manage insurance claims and renewals.
- Oversee implementation of school policies relating to WorkCover, superannuation, payroll tax and other statutory obligations.
- Liaise with auditors, the ATO, government bodies and funding agencies as required.

### Strategic & Operational Support

- Proactively contribute to the development and implementation of the CSSK Strategic and Business Plans.
- Provide the Board and Principal with informed financial advice to support sound decision-making, including relevant reporting at Board meetings (two per term).
- Support school-wide capital works planning and assist with procurement oversight.

### Payroll & Human Resources

- Oversee payroll processes in coordination with the Finance Officer, including salary calculations, superannuation, entitlements and deductions.
- Maintain accurate staff records, contracts, and HR documentation.

Depending on the qualifications of the applicant, the position may also include (desirable but not required):

- Support recruitment processes and manage staff leave.
- Lead, or provide advice on, HR-related matters and support compliance with relevant legislation

SELECTION CRITERIA	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Tertiary qualifications in accounting, finance or related field, or significant equivalent experience.</li> <li>• Demonstrated experience in financial and business management, preferably within a school or not-for-profit environment.</li> <li>• High level of organisation, accuracy and attention to detail.</li> <li>• Excellent interpersonal and communication skills, including the ability to work collaboratively with staff, parents and external stakeholders.</li> <li>• Ability to prioritise and meet multiple deadlines in a dynamic environment.</li> <li>• Current Working with Children Check.</li> </ul> <p>Safety is a priority for all CSSK staff. All staff employed in any capacity by CSSK are expected to understand and effectively apply safety policies and practices as relevant to their role. All staff working within the school are required to obtain a Working with Children check and understand the School's Policy in relation to the Safety of Children.</p> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Knowledge or experience in HR processes (e.g., recruitment, compliance).</li> <li>• Familiarity with Steiner education or a willingness to develop an understanding.</li> <li>• Experience with school compliance requirements and government funding processes.</li> </ul>
--------------------	--

## Terms and Application

This is a part-time position (minimum 0.6 FTE, exact FTE negotiable). Flexible work options with partial remote working available for negotiation.

The Business & Finance Manager reports directly to the Principal, attends Board meetings and provides finance reports to the Board, via the Principal.

A very competitive compensation package is offered, based on qualifications and experience.

### How to Apply:

Applications must include a Cover Letter, Curriculum Vitae - containing minimum two professional referees - and a separate document addressing the Selection Criteria.

Applications should be marked 'Private and Confidential' and forwarded to:  
[recruitment@cssk.vic.edu.au](mailto:recruitment@cssk.vic.edu.au) by 25<sup>th</sup> June 2025.