

Business Manager
St Thomas More School
Alfredton, VIC

Business / Finance Manager
Contract Type: Permanent/Ongoing Position Full Time
Applications Close: 8 September 2025

Applications are invited for a full time ongoing Business Manager position to commence at the begining of Term 4 (Monday 6th October 2025).

For further information and a confidential discussion please contact the Principal, Simon Duffy, on 03 5334 3297 or email principal@stmalfredton.catholic.edu.au

The successful applicant will have the following skills:

- Demonstrate experience in a similiar finance or accounts role
- Strong attention to detail and ability to maintain accurate financial records.
- Excellent communication and interpersonal skills
- Ability to work independently and as part of a team
- Relevant qualifications in accounting and finance or equivalent experience

How to apply:

A detailed position description and application requirements are available by accessing the School website at: <https://www.stmalfredton.catholic.edu.au/our-school/employment/>

All applications directed to:

The Principal

principal@stmalfredton.catholic.edu.au

Written applications should contain the following:

1. A Cover Letter (addressing the above criteria)
2. A Curriculum Vitae that includes 3 nominated referees, including current employer

Applications close: Monday 8th September, 2025 at 2pm

This school community promotes the safety, wellbeing and inclusion of all children. All staff must follow as aspect of the Child Safety Standards and Ministerial Order 1359.



St Thomas More School
Alfredton, VIC

<http://www.stmalfredton.catholic.edu.au>

Principal: [Simon Duffy](#)

Affiliation: Catholic
Teaching Level: Primary
Gender: Coed

St Thomas More Catholic Primary School is a Foundation to Year 6 co-educational Catholic school in the St Patrick's Cathedral Parish of the Diocese of Ballarat. Our school is located on a large site in Alfredton, a suburb in the west of Ballarat. We enrol children from the local area as well as from the surrounding rural areas.