



APPOINTMENT OF Business Manager

Bishop Druitt College
2026

Principal's Welcome



Welcome from the Principal

Giinagay, welcome to Bishop Druitt College, where hearts and minds are nurtured, every student is seen, and learning is a journey of growth, belonging and purpose. Our inspiring educators pursue academic excellence, believing that education will transform our students' lives.

Guided by the BDC Way—generosity of spirit, service, integrity, courage, inclusivity, mutual respect and justice—we are a community grounded in strong relationships and a deep commitment to the whole child and our Anglican tradition.

As Principal, it is both a joy and an honour to extend a sincere invitation for you to consider becoming a part of our Bishop Druitt College family. Nestled in the heart of the beautiful Coffs Coast, our college stands as a proud and compassionate cornerstone of our community. We are committed to guiding young people as they grow into capable, kind, and courageous individuals and invite you to join a team of inspiring professionals who are passionate about making a difference.

Join our Bishop Druitt College community—where your work has purpose, and your impact lasts a lifetime as we shape the future of our students as world prepared citizens.

Mr Simon Doyle
Principal



Our Vision, Mission and Values



The Bishop Druitt College Way has five tenants:

- 1 Prioritise Wellbeing
- 2 Empower For Life
- 3 Embrace Diversity
- 4 Pursue Excellence
- 5 Serve Our Community

Bishop Druitt College upholds rigorous standards in all facets of daily college life, known as 'the Bishop Druitt Way.' This ethos fosters character development, community building, and the preparation of students for the global stage. It serves as the cornerstone of our school community, fostering enduring connections among its members through structured activities and personal relationships.

Embracing every aspect of college life, it prioritises the holistic wellbeing and growth of each individual within the community. These principles form the bedrock of Bishop Druitt College's vision, reinforced by our core values of mutual respect, integrity, inclusivity, courage, justice, and generosity of spirit.

Vision Statement:

Bishop Druitt College was founded on the pursuit of excellence, with the vision of creating a premium K-12 independent educational experience for the children of the Mid North Coast of NSW.

At Bishop Druitt College, we see the balance between an outstanding academic environment and a safe and caring pastoral community as being the key to producing world-prepared citizens.



Position Title	Business Manager
Reporting to	Chief Operating Officer *Service reporting requirements to Deputy Principal
Contract term/type	Full time permanent
Leadership details;	Leading the following teams; Financial and Administration Services - Accounts Payable, Accounts Receivable, Payroll, Compliance, and Special Projects staff. Ancillary & Commercial Services: Financial overview of Out of School Hours Care (OSHC) and management and financial overview of the Canteen/Catering operations. Operational Support Services: IT Services, Property Services (operational)
Schools Industrial Agreement;	Independent Schools NSW (Professional & Operational Staff) Cooperative Multi-Enterprise Agreement 2025
Classification;	Clerical & Administration Services Level 8
Application due date	21 August 2026
How to apply;	Apply online via the BDC Employment website - https://www.bdc.nsw.edu.au/employment
Contact Information	Terri Fynch 02 6651 5644/ hr@bdc.nsw.edu.au

POSITION DESCRIPTION: BUSINESS MANAGER

Department	Finance
Reporting To	Chief Operating Officer (COO)
Date Reviewed	25 June 2026

ABOUT US

Bishop Druitt College (BDC) sets high standards across all aspects of daily College life. These expectations are expressed through the *Bishop Druitt Way*, a philosophy that nurtures the character of each student, strengthens community, and prepares young people to become World Prepared. The College seeks to provide an environment where students are challenged to pursue excellence in learning, relationships, and personal growth founded on our Anglican tradition.

BDC is a Kindergarten to Year 12 college on the North Coast of New South Wales established through the vision and commitment of the local community. We were founded to provide access to a high-quality education for families who desire the highest standards of learning, behaviour, and character development for their children. As an Anglican school, the College is guided by a strong Christian ethos that is lived through a philosophy of generosity of spirit, service, inclusiveness, and mutual respect.

Staff are proud to model empathy and cultivate courageous, inclusive and innovative pedagogy in their teaching with students and colleagues. While grounded in the Anglican tradition, the College welcomes families from all backgrounds (come as you are) and belief systems who are supportive of and respectful toward the College's Christian foundation.

Character development is central to the educational experience at Bishop Druitt College. Graduate attributes are fostered through a range of programs including rites of passage, wellbeing initiatives, Designing for Deep Learning (DDL), sport, outdoor education, and opportunities beyond the classroom. Through these experiences, students are encouraged to develop resilience, integrity, empathy, compassion, and a commitment to lifelong learning.

Everyone at Bishop Druitt College plays a vital role in connecting and shaping both the academic and personal development of students with their families. Our inspiring professionals support students in becoming deep learners who persevere, think critically, and act with integrity, while also guiding them toward meaningful academic and career pathways.

PURPOSE OF THE ROLE

The professional community at BDC is committed, flexible and collaborative as we grow and develop our College. The Business Manager will champion corporate and operational excellence at the school with the leadership of the Chief Operating Officer (COO) and the Deputy Principal (DP). They are a key member of Bishop Druitt College and the Finance Leadership Team.

This role not only focuses directly on running the day-to-day finance and business administration of the College but also supporting the service model of the College to ensure education and organisational requirements are met. The Business Manager is a self aware and highly competent leader who is responsible for all matters of business administration including finances, business intelligence, compliance, workplace health and safety, and resource management of the College.

This senior leadership role is pivotal to the College's functionality, ensuring educational delivery is fully supported by excellent financial management, administrative services, and physical facilities underpinned by a values-driven, whole-school approach. The Business Manager works closely with the Principal, College Council, COO, DP and Educational Leaders (Heads of School) to continuously develop and improve the operational, internal services, and administrative practices of the College.

Furthermore, the Business Manager provides critical governance support to the COO and Principal, ensuring a safe, efficient and that we are compliant with all financial and corporate regulatory requirements. This includes preparing and presenting papers, and attending or reporting to various governing bodies, committees, and sub-committees. The role will continue to revise and refine processes to support a growing and innovative business model.

Direct Reports & Organisational Span

To be a professional role model living the BDC Way and ensuring smooth operations, collaboration, engagement, and a strong service focus, the Business Manager leads, mentors, and directs the following administrative, operational, and commercial teams:

- **Financial & Administrative Services:** Accounts Payable, Accounts Receivable, Payroll, Compliance, and Special Projects staff. Substituting in as the Company Secretary the role of COO as and when required.
- **Ancillary & Commercial Services:** Financial overview of Out of School Hours Care (OSHC) and management and financial overview of the Canteen/Catering operations.

- **Operational & Support Services (in collaboration with operational leads as per our service model*):** Cleaning, Information Technology (IT), Grounds, and Maintenance teams.

CHILD SAFETY COMMITMENT

Bishop Druitt College is committed to child safety and complies with the requirements of the *Child Protection (Working with Children) Act 2012*. All staff are required to comply with the applicable child protection legislation and ensure that the College's Child Safety policies and procedures are implemented at all times.

For the Business Manager, this responsibility carries deep operational significance. The incumbent must ensure that child safety parameters are proactively embedded in every system under their purview—including working with the Property Services Manager to verify the Working with Children Checks (WWCC) of all external contractors, maintaining rigid security and access controls across College grounds, and fostering a vigilant, safety-first culture among all operational, canteen, maintenance, OSHC and IT staff. Working on safe practices with the Heads of School and Human Resources is a significant element of this role.

BUSINESS SERVICES PRINCIPLES

Principle	Expectation
Timeliness & Accuracy	Deliver timely, accurate and reliable financial, operational and statutory reporting.
Financial Stewardship	Exercise prudent stewardship of College resources through sound financial management, strong internal controls and responsible decision-making that supports long-term financial sustainability.
Trusted Business Partner	Work collaboratively with the Principal, COO, Managers and budget holders to provide practical advice, commercial insight and responsive support that strengthens organisational capability and accountability.
Service Excellence	Guide and deliver professional, responsive and customer-focused business services that enable the team to achieve operational excellence aligned to the College Strategic Plan.
Governance & Accountability	Promote integrity, transparency and accountability through effective governance, risk management, compliance within the Delegated

	Authority Framework and adherence to legislative and regulatory obligations.
Continuous Improvement	Foster a culture of quality assurance, innovation and continuous improvement through technology, automation, AI, process optimisation and data-informed decision-making.

KEY RESPONSIBILITIES OVERVIEW

Key Responsibility	Overview
Executive Support & Operational Leadership	Support the Principal and COO in delivering strategic and operational priorities. Provide business advice, prepare Executive and Committee reports, coordinate approved initiatives and implement decisions within the Delegated Authority Framework.
Financial Management & Sustainability	Lead the College's financial operations to ensure decisions are supported by sound financial management, effective stewardship and long-term sustainability.
Strategic Business Partnering	Partner with budget holders and managers to strengthen financial capability, accountability and informed decision-making.
Budget Planning & Forecasting	Coordinate the annual and ongoing operating and capital budget formation process, financial forecasting and long-term financial planning.
Financial Reporting, Business Intelligence & Decision Support	Lead timely and accurate monthly, quarterly and annual management, Board and statutory reporting. Develop dashboards, benchmarking and business intelligence.
Treasury & Financial Risk Management	Lead treasury operations including cash flow, banking, investments, borrowings and liquidity within the College's financial risk management framework.
Government Funding & Compliance	Lead Commonwealth and State funding submissions, Census, Financial Questionnaire, grants, acquittals and statutory reporting.

Audit, Financial Governance & Internal Controls	Coordinate interim and annual audits. Maintain a reliable and effective financial governance framework through internal controls, documented procedures, segregation of duties and compliance with the Delegated Authority Framework. Oversee annual financial statements and ensure the DGR Building Fund, Library Fund and Trust Accounts comply with legislative, taxation and governance requirements.
Procurement & Commercial Management	Lead procurement, supplier relationships, contracts and commercial operations.
Property, Facilities & Asset Management	Lead lifecycle planning, maintenance, contractor management, capital works, fleet, insurance and Master Plan implementation.
Information Technology & Business Systems	Lead operational ICT services, business systems, cyber security, AI adoption and digital improvement.
Business Services Leadership	Lead Finance, Property, ICT and Business Services teams through coaching, capability development and a student-first, customer-focused culture.
Business Services Agreement Management	Manage delivery of the Business Services Agreement with Clarence Valley Anglican School.
Human Resource Management	Support workforce planning, recruitment, industrial relations, employment compliance and staff development.
Governance, Risk & Compliance	Maintain reliable and dynamic governance, enterprise risk and compliance frameworks including WHS, business continuity, insurance and statutory compliance.
Continuous Improvement, Quality Assurance & Operational Excellence	Lead quality assurance, automation, AI, process optimisation and documentation to improve organisational capability.
Stakeholder Engagement & Service Delivery	Build productive relationships with internal and external stakeholders and promote professional, responsive Business Services.

KEY RESPONSIBILITIES & PRACTICAL APPLICATION

The Business Manager supports and works collaboratively with the Principal, COO, College Council to fulfil the schools vision, mission and strategic plan. This comparative matrix details the core responsibilities of the Business Manager and how they translate into daily, weekly, or annual actions.

Key Responsibilities (The Task)	What This Looks Like in Practice (The Incumbent's Day-to-Day)
1. Financial Management	
Budgeting & Master Planning: Develop, manage, and monitor annual operational budgets, staffing projections, and the rolling 5-year strategic budget model under the direction of the COO. Assist in creating and operationalizing a College Master Plan and Business Plan.	Implement the College and Principals decisions as Delegated Authority and strategic plan. Coordinating directly with academic and administrative budget holders to build realistic spending limits. Future focussed on refining and developing improved financial processes and operational systems to support a busy educational environment. Analysing staff ratios to produce projections and stress-testing the 5-year model to ensure infrastructure planning is fiscally viable. Meet key budget holders biannually (or as needed) to update and explain process, reports and trends eg Heads of Faculty, Heads of School, Outdoor Education Program, Head of Sport. Maintain a fixed asset register.
Reconciliations & Ledger Cycles: Oversee month-end and year-end close operations, general ledger (GL) entries, accounts payable (AP), accounts receivable (AR), trust accounts, and billing cycles.	Reviewing monthly reconciliations to ensure complete data integrity. Verifying the accurate execution of BAS, PAYG, and superannuation submissions, and ensuring trust fund allocations match statutory parameters.
Reporting & Business Intelligence:	Translating complex raw financial data

Prepare timely, visually accessible monthly variance reports, management packs, debtor reports, and end-of-year forecasts against budget for the Principal, COO, and Finance Sub-Committee.	into concise, strategic reports that highlight variances, track actual-to-date spending, identify cash flow trends, and pinpoint operational cost-saving areas before they impact the bottom line.
Cash Flow & Debt Management: Manage cash, electronic portal revenues, and cash-flow forecasting to minimize borrowings and maximize returns. Monitor debtor collections and apply the ASC debtor management policy.	Reviewing the aged debtors list weekly, guiding the AR officer on recovery strategies, and directly managing delicate, highly confidential discussions with families facing hardship, ensuring empathy aligns with policy limits.
Audit & Compliance Management: Coordinate the annual financial audit, prepare draft annual accounts, manage banking/lending relationships, maintain critical documentation (Schedule of Fees, Terms), and manage asset and depreciation registers alongside DGR status tracking.	Serving as the primary point of contact for external auditors, preparing year-end draft accounts, updating depreciation schedules, and ensuring that the Donations Register and Trust Accounts meet strict statutory guidelines.
2. Operational & Property Management	
Minor Capital Works & Maintenance: Project manage minor capital works as per the delegated authority model, preventative maintenance programs, and daily facilities requests with minimal disruption to the learning environment. Ensure grounds are always presented to a high standard.	Developing clear scopes of work for minor refurbishments, coordinating with the Property Manager to schedule works around school terms, and ensuring that all building upgrades meet aesthetic, safety, and durability standards.
Contract & Vendor Management: Negotiate and manage local service contracts (waste, energy, security, HVAC, pest, cleaning, and grounds),	Running regular performance reviews of critical service contracts, verifying that visiting contractors sign in via compliance portals, and ensuring the

monitoring on-site contractor compliance.	campus grounds and facilities are maintained in a pristine, welcoming condition.
School Fleet & Commercial Insurance: Oversee school fleet registration, servicing, roadworthiness, and cleaning. Manage the comprehensive insurance portfolio, including annual renewal questionnaires, claims lodgement, and return-to-work programs.	Lead and manage the school bus partnership program (currently with Newcombes). Coordinating vehicle logbooks and scheduling safety checks. Serving as the operational lead on commercial insurance renewals, and collaborating with the HR Generalist to design and implement effective return-to-work plans for injured staff.
Ancillary Services & Community Support: Oversee the financial and operational health of the School Uniform Shop partnership, Canteen, OSHC operations (in conjunction with the Head of Primary), and provide financial oversight and audit assistance to BDC community groups as required.	Conducting regular operational and health/safety compliance reviews of the canteen and OSHC. Reviewing monthly performance metrics, and assisting linked community groups/clubs to align with constitutional and ACNC reporting requirements.
3. People & Team Leadership	
Team Direction, Mentorship & Culture: Model student first decision making by leading, mentoring, and directing the Financial and Operational teams (SANS OSHC, Archivist), co-lead IT Service models with the Deputy Principal so it supports administrative and educational needs. Set clear performance objectives, managing grievances, and fostering a customer-focused, collaborative culture within the team.	Ensure all team activities are carried out efficiently and effectively. Conducting structured monthly team meetings with direct reports, identifying professional development opportunities, resolving operational bottlenecks. Enhance communication between administrative and academic staff and provide relevant information, clue cards and processes on the school learning management system. Ensure IT Services model is delivered as per the Educational and Administrative requirements. Ensure IT strategic systems/operations are

	developed inclusively with the educational needs of staff/students in mind. Co-leading with the Deputy Principal as per the college's service model*. Active member of the IT Committee.
Mission Alignment & Values: Model the "BDC Way" and its core values of respect, honesty, integrity, confidentiality, credibility, empathy, and authenticity across all professional dealings to place students first.	Support the Principal, COO and College Council in fulfilling our vision, mission and strategic plan. Actively demonstrating the staff code of conduct in everyday interactions, addressing complaints in a calm and confidential manner, and ensuring that student-first service standards remain a priority for administrative teams. Collaborate with and positively influence the community by positive partnerships, seeking feedback and collaborate with Diocesan and Anglican partners as required.
4. Human Resource Management	
Recruitment, Onboarding & Development: Lead and support the recruitment, interview, selection, induction, and professional development processes for administrative and support staff.	Drafting targeted job advertisements, chairing interview panels for non-teaching staff, coordinating robust induction schedules for new hires, and ensuring accurate, confidential personnel files are maintained and appropriately archived or destroyed as required.
Awards, Industrial Relations & Policy: Maintain a current, comprehensive understanding of relevant awards (e.g., Independent Schools MEAs, NESAs) and support the Principal/COO/HR in EBA negotiations and policy design as	Advising leadership on employee classifications, tracking accrued leave liabilities, resolving complex award-related queries, and partnering with HR to draft policies regarding salary sacrifices or remote allowances.

required.	Communicate changes or updates as required.
5. Governance, Compliance, Risk & WHS	
Statutory & Regulatory Reporting: Prepare, review, and lodge all annual and ad-hoc compliance returns for external bodies (NESA, ASIC, ACNC, DEEWR, ATO). Maintain Directors and Members registers.	Overseeing the accurate completion of the annual DEEWR financial questionnaire, compiling data for the NESA Annual Report, maintaining the Directors and Members registers, and updating the NESA governance compliance log.
Work Health & Safety (WHS): Lead a safety-first culture within the Finance & Executive team.	Overseeing departmental compliance (including fire safety, emergency and workplace health and safety)).
Emergency Management & Incident Planning: Support emergency evacuation, lockdown, and crisis procedures.	Partaking in regular emergency drills (fire, lockdown, medical crisis), actively participating as a Fire Warden and or in the absence of the COO during an emergency.
6. Funding & Strategic Projects	
Grants & Census Administration: Oversee the submission of school censuses and proactively research, apply for, and reconcile grant and capital funding programs.	Validating student database records monthly to ensure the integrity of federal/state census submissions. Tracking recurrent funding levels, drafting capital grant applications, and submitting strict financial acquittals to funding authorities. Publishing visible reports, updates monthly for example to the Principal and COO.
IT Operations Oversight: Support the COO to ensure a seamless operational and educational focused team (as per the college service model*). Oversee the IT department's budget, assets, and	Ensure IT strategic systems/operational requirements develop inclusively with the educational needs of staff/students co-leading with the Deputy Principal. Member of the IT Committee. Lean into

operational priorities, ensuring technology supports both administrative and educational agendas. IT Strategy support for the college.	and support the 3 year IT strategic plan process and ensure a reliable projection and regular review. Meeting with the IT Manager and Deputy Principal to review the hardware refresh cycle, audit the technology asset register, and ensure that IT infrastructure spend delivers high-value educational outcomes within budget and continue to build with the Deputy Principal the professional IT service model for educational and professional support success.
7. Professional Engagement & Miscellaneous	
Strategic Alignment & Development: Meet periodically with the Principal 1:1 to share commercial trends, foster professional networks, and undertake professional learning. System and Processes: Review and align	Actively engaging in local school business networks, bringing modern administration practices back to BDC, and proactively keeping the Principal updated on administrative developments during scheduled 1:1 sessions. Lead an efficiency focus to improve and streamline effective service models, systems and processes that supports the daily operational needs of the school areas of high staff usage and staff.
Communication	Provide regular communication and or updates on changes or improved processes through our business operation systems such as Schoolbox and staff meetings.

It should be noted that, while detailed, this role description is not exhaustive and the Principal may, at their discretion, vary these responsibilities as required to meet the administrative and educational requirements of the College.

COMMITTEE & MEETING REPRESENTATION

The Business Manager is expected to actively participate in, report to, or prepare agenda/papers for:

- **Finance Sub-Committee** (Member / Presenter)
- **Strategic Directions Sub-Committee** (Risk, Compliance, and Governance)
- **Sustainability Committee** (Physical Environment)
- **College Council & Sub-Committee Meetings** (As a guest/presenter when required)
- **Whole-School Meetings & Professional Development**

POSITION REQUIREMENTS & SELECTION CRITERIA

Qualifications & Experience

- **Preferred:** Tertiary qualifications in Business, Accounting, Commerce, or Financial Management (CPA/CA/IPA status highly regarded).
- **Desirable:** Supplementary credentials in Human Resources, Project Management, Workplace Health & Safety, or Corporate Governance/Risk. CPR and emergency care.
- **Experience:** Proven track record in a similar business management, commercial operations, or senior school-administration role.
- **Systems Literacy:** High competency across administrative/ERP software (e.g., TASS, Complispace, Schoolbox, Google Workspace, MS Office, and MAC/PC environments).

Key Skills & Personal Attributes

- **Strategic & Lateral Thinking:** Outstanding ability to solve complex financial/operational problems under pressure, analyze business trends, and meet strict deadlines.
- **Communication & Stakeholder Management:** Excellent oral and written communication skills with the capability to manage highly confidential, personal, and sensitive matters with discretion.
- **Customer Service Focus:** A student-first approach to all service delivery, combined with a collaborative, empathetic, and positive leadership style.
- **Flexibility & Adaptability:** Highly responsive to the evolving administrative, physical resource, and regulatory needs of the College.

Mandatory Pre-Employment Clearances

- Current NSW Working with Children Check (WWCC).
- Police Check and Bankruptcy Check—confirmation of clean financial history (under the *Bankruptcy Act 1966*, not banned from managing corporations under the *Corporations Act 2001*, no convictions of fraud or dishonesty).