



BUSINESS MANAGER (PERMANENT, FULLTIME)

Founded in 1866 by Saint Mary MacKillop and Fr Julian Tenison Woods, the Sisters of Saint Joseph of the Sacred Heart operates as a registered charity with central offices in Sydney, regional offices across Australia and offices in New Zealand and Ireland and a presence in some other countries.

The local communities of the sisters living in New South Wales form the NSW Region which is the largest region in the Congregation. In March 2013, the sisters of the Goulburn Congregation of the Sisters of Saint Joseph celebrated fusion with the Sisters of Saint Joseph of the Sacred Heart and in 2014 the Perthville Congregation followed. The sisters live in all parts of NSW and are involved in a variety of ministries. The Regional Office is located in Croydon.

The Business Manager reports to the NSW Regional Leadership Team and is responsible for effective management and oversight of the operational and administrative functions for the Region, including finance, office support and administration, operational and asset support and property. This is a key role for the Region with 7 direct reports (located in Croydon and regional NSW). The role works closely with the Congregational Administration Services team in North Sydney.

We are looking for someone who is a self-starter, has solid financial and general/operational leadership and management skills and experience who can support the sisters in their ministries and lives, along with the NSW Regional Leadership Team. This role is part of a small and dedicated team based at the NSW Regional Office in Croydon. Due to the nature of the role, this role is mainly office based, however, after the initial induction period we are open to discussing working from home for one or two days per week.

We value, respect and are committed to the safety of all people. We have zero tolerance for adult and child abuse or mistreatment. We encourage applicants to read our Adult and Child Safeguarding Commitment Statement, Safeguarding Code of Conduct, and Safeguarding Policy, as part of the application process. These documents are available on our website under the heading 'Safeguarding' (www.sosj.org.au)

KEY RESPONSIBILITIES:

- Oversee and monitor the regional financial budget and liaise with the Regional Leader and the Finance team in North Sydney in relation to budgets, forecasts and management reporting.
- Ensure that all finance matters for the Region are adequately carried out.
- Support the Regional Leadership team with strategic matters to support the ministries and lives of the NSW Sisters -including risk management- and ensure that agreed initiatives are implemented.
- Coordinate fleet management for the Region (and other Regions if/when required) including purchasing of vehicles as well as ongoing management, reporting, insurance claims and administration.
- Management and ongoing professional development of direct reports.

ESSENTIAL SKILLS AND EXPERIENCE (SELECTION CRITERIA):

- An undergraduate qualification in finance and substantial experience in a finance, operations or administrative management role.
- Demonstrated ability to lead and motivate staff and effectively manage resources and assets.
- Ability to support and communicate effectively with stakeholders at all levels.
- A management style which reflects stewardship and service.
- Demonstrated ability to work independently and as part of a small team.
- Ability to travel to regional areas in NSW from time to time.

The successful applicant will be asked to consent to a national criminal history (police) check.

For further information about the Sisters of Saint Joseph, please visit www.sosj.org.au. For more information about the role, please obtain a position description via hr@sosj.org.au. Applications, which will need to include a cover letter outlining how you meet the selection criteria for this role and a CV (resume), should be submitted via email to hr@sosj.org.au by **COB Friday 31 January 2025**.