

# Job Description

**Position title:** Business Manager

## **Purpose of the position:**

The Business Manager fulfills a multi-faceted role, which will work primarily within the Oblate Provincial Office coordinating and communicating with ministries of the whole Australian Oblate Province and international Missionary works. The purpose of the Business Manager is to work as the principal Accountant for the Province, liaise with the Treasurer of the Australian Oblate Province and the various Community Bursars so as maintain the finances of our communities and the work of our ministries.

## **Key Accountabilities and Responsibilities:**

1. To prepare an annual budget for the Australian Province of the Missionary Oblates of Mary Immaculate, in cooperation with the Provincial Treasurer, which is to be approved by the Australian Provincial Council.
2. Preparing and maintaining reconciliations / schedules / registers that support and verify the accounting records including fixed assets and company vehicles.
3. Preparing timely Financial Statements, including relevant documentation for external audit, in accordance with the accounting policies and practices of the Missionary Oblates of Immaculate.
4. Preparing timely management reports on the financial position of the Province and evaluating the financial performance of the Province for the Provincial Council.
5. Bringing to the attention of the Provincial Treasurer, where relevant, any matters arising out of or incidental to the conduct of the role which is, or may be, of adverse consequence to clients, other employees, the Missionary Oblates or their works.
6. Cooperating with, assisting, and working in harmony with all persons engaged within the Missionary Oblates and the Catholic Church Community.
7. Preparing such other tasks and duties as directed by the Provincial Treasurer from time to time.

## **Preferred qualifications & skills:**

- Member of the Australian Society of CPA's or equivalent professional Accountancy qualification.
- A strong commitment to and understanding of the mission, teachings, and practices of the Catholic faith.
- Knowledge of or capacity to learn about the history and mission of the Oblates in Australia and their charism.
- Clear and fluent written and verbal communication skills with interpersonal and team-work skills.
- IT skills with knowledge of MYOB including Payroll STP, Microsoft Office particularly Excel and Email.
- Highly organised and able to work independently. A high level of energy, a spirit of generosity and an ability to work to deadlines.
- Valid Victorian Working with Children Check

This position is based in Melbourne. The position will require the successful applicant to work 5 days a week for 8 hours per day, primarily in the Camberwell Office.

The successful applicant will require a Police Check and a Working with Children Check and will need to comply with the Oblates' Safeguarding Commitment in line with Catholic Professional Standards Ltd, available at <https://omi.com.au/child-vulnerable-people-safe-standards>

**Remuneration:** Remuneration subject to experience and qualifications  
38 Hours week  
A Work Computer will be provided.

For an Information Pack including description of the position and conditions of employment, email: Provincial Treasurer - [bursar.aus.omi@gmail.com](mailto:bursar.aus.omi@gmail.com)

**Please send applications to Fr Eric Alleaume via email only [bursar.aus.omi@gmail.com](mailto:bursar.aus.omi@gmail.com)  
By 23<sup>rd</sup> October 2023**

Your Application should include:

- Covering Letter
- Document addressing Key Selection Criteria
- Current Curriculum Vitae

Shortlisted candidates will be required to provide three nominated Referees.