



## Could you be our new Business Manager?

Come on an adventure to beautiful Tasmania, and join our team at John Calvin School, Launceston!

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### Part-time Business Manager

starting Jan 2026 (or earlier)

This part-time position (3 days per week) is ideal for a finance professional who wants to contribute meaningfully to a mission-driven school community and is looking to make a long-term commitment.

John Calvin School Launceston is a small, close-knit Independent Christian School in Tasmania with 25 dedicated staff and 120 students, committed to providing Christ-centred education. We are seeking a financially qualified, organised, and reliable Business Manager to oversee our school's finances, compliance, and strategic operations.

You'll work closely with school leadership and be supported by two capable admin staff who manage day-to-day operational tasks. This allows you to focus on financial stewardship, regulatory compliance, and providing sound strategic advice.

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#### Key responsibilities:

- Managing budgets, financial planning, and reporting for the leadership team and board
- Ensuring full compliance with relevant education, charity, and financial regulations
- Maintaining and improving internal controls and financial systems
- Supporting strategic decision-making with timely, accurate financial insight
- Collaborating with staff to ensure effective financial practices across the school

#### Applicants must have:

- A recognised tertiary financial qualification
- Experience in finance and compliance within a not-for-profit or independent school setting
- Strong organisational and analytical skills, with clear communication and a proactive mindset
- The confidence to ensure accountability and uphold policy and procedure

#### What's in it for you?

- Flexible 3-day working week
  - A meaningful, long-term role within a faith-based educational community
  - A high-impact position with autonomy and purpose
  - A fulfilling role in beautiful, peaceful Tasmania
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#### Sign me up! How do I apply?

- For more information contact Mr D Coote - Principal [cooted@jcs.tas.edu.au](mailto:cooted@jcs.tas.edu.au)
- Find application forms at [www.jcs.tas.edu.au/employment](http://www.jcs.tas.edu.au/employment)
- Send completed applications to [board@jcs.tas.edu.au](mailto:board@jcs.tas.edu.au)