

## Finance Business Partner

### Position Details

<b>Position title:</b>	Finance Business Partner
<b>Reports to (position title):</b>	Finance Manager
<b>Direct reports:</b>	No
<b>Organisation:</b>	Saints College
<b>Contract tenure:</b>	Ongoing
<b>FTE:</b>	Full Time (1.0 FTE)
<b>Expected level of contact with Children:</b> <i>(In accordance with Child Safeguarding Standards Framework)</i>	Casual Contact
<b>Location:</b>	Melbourne, VIC with travel to other sites
<b>Approved:</b>	January 2026

**Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse (CALD) backgrounds and people with disabilities are encouraged to apply**

### About Us

#### Our Organisation

Saints College provides a safe, inclusive, and flexible learning environment for young people who have become disengaged from mainstream education. Our team is committed to supporting young people in re-engaging with learning through a personalised and trauma-informed approach that meets their individual needs.

We prioritise building honest and authentic relationships with young people, their families, and communities, fostering a culture that values, supports, and celebrates the dignity and uniqueness of each person.

Guided by the vision of Edmund Rice and the transformative power of education, we empower young people to achieve personal growth, academic success, and social connection, enabling them to build positive futures.

#### Our Structure

Saints Education is an initiative of Edmund Rice Education Australia (EREA), and operates as part of EREA Victorian Schools Ltd. It oversees a diverse range of educational services, including Saints College, Saints Knowledge Institute and Saints Early Years. Saints College operates across multiple campuses in metropolitan Melbourne and regional Victoria, including BlendED and Fitzroy North College, providing flexible, inclusive, and trauma-informed education.

As part of the EREA network, Saints Education is committed to fostering a supportive and empowering learning environment that reflects the values and vision of Edmund Rice. We offer a full-time, multi-year secondary

education program tailored to meet the needs of young people who have disengaged from mainstream education, ensuring every individual is supported on their path to personal growth and success. We work closely with families, community organisations, and support services to provide wraparound care that addresses both educational and personal development needs.

### **Our Young People**

The young people we work with come from diverse backgrounds and may face a range of barriers to education, including:

- Experiences of trauma or adversity
- Mental health challenges, disability and/or neurodivergence
- Significant gaps in learning
- Experiences of exclusion or suspension from mainstream education
- Experiences of school can't/ school refusal
- Involvement in out-of-home care or the child protection system
- Experiences of homelessness or housing instability
- Responsibilities as young parents
- Generational cycles of poverty, early school leaving or unemployment
- Interaction with the youth justice system

We recognise that each young person's journey is unique. Our staff are committed to providing a safe, respectful, and empowering learning environment where young people can develop confidence, reconnect with education, and work towards their goals.

### **Our Values**

Saints College operates under four key principles that guide our daily interactions and community culture:

- **Respect** – Valuing each person's dignity, voice, and lived experience
- **Honesty** – Fostering trust and truthfulness through open and authentic communication
- **Participation** – Encouraging young people to actively engage in their learning and personal growth
- **Safe and Legal** – Creating a secure and structured environment where all community members can thrive

This framework, known as Operation by Principles, is a defining feature of our approach. It establishes a common ground foundation for all members of our community—young people, staff, and families—ensuring that relationships, learning experiences, and conflict resolution are built on mutual understanding and shared responsibility. Through the use of Unconditional Positive Regard, strength based and neuroaffirming practice with a trauma informed lens, we create an inclusive, safe, and empowering learning environment where young people can thrive academically, socially, and emotionally.

### **Our Commitment to the EREA Charter and Touchstones**

As part of the Edmund Rice network, Saints Education is committed to the principles of the **EREA Charter** and its four Touchstones:

- **Liberating Education** – Providing innovative and inclusive learning opportunities
- **Gospel Spirituality** – Fostering a culture of compassion, hope, and social justice
- **Inclusive Community** – Welcoming and valuing diversity, ensuring all young people feel a sense of belonging
- **Justice and Solidarity** – Advocating for fairness, equity, and the dignity of all

The EREA Charter and Touchstones guide our mission and reflect our commitment to providing a high-quality education that is responsive to the needs of young people. More information can be found on the [EREA website](#).

## About the Role

The Finance Business Partner is responsible for driving continuous improvement in management reporting at all levels and is required to take initiative and exercise judgment in determining appropriate decisions to manage the incumbent's specific areas of responsibility. This role is pivotal in strengthening procurement processes to ensure value for money, financial compliance, and sound commercial decision making. The role provides support to the Finance Manager, Director of Business Operations, Executive Principal, Directors, Principals, Campus Principals, and staff at each campus.

## Duties and Responsibilities

Typical duties and responsibilities include, but are not limited to:

<b>Operation by Principles</b>	<ul style="list-style-type: none"> <li>Model best practice in Operation by Principles and other key practices as articulated in the practice Framework.</li> </ul>
<b>Child Safety and Compliance</b>	<ul style="list-style-type: none"> <li>This position is subject to compliance with all relevant laws, regulations, and policies governing education in Victoria, including but not limited to the Education and Training Reform Act 2006, and the Child Safe Standards</li> <li>All employees must adhere to Saints College and EREA Victorian Schools Limited policies and procedures and where applicable EREA frameworks and policies.</li> </ul> <p><b>Child Safety Obligations</b> All employees must adhere to the following:</p> <ul style="list-style-type: none"> <li>Saints College's Policies and Procedures implemented as part of compliance with <a href="#">Ministerial Order 1359: Implementing the Child Safe Standards – Managing the risk of child abuse in schools</a></li> <li>EREA's Code of Conduct</li> <li>Ensure legal and mandatory reporting obligations are met, consistent with Saints College's 'Procedure for Responding to and Reporting Allegations of Child Abuse' within the schools 'Child Protection Program'.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>Preparation of monthly management accounts for review by Finance Manager and Director of Business Operations</li> <li>Detailed analysis of the School's income and expenditure, with workpapers supporting variances to budget</li> <li>Assisting with the preparation of the School's annual budget and long-term financial forecasts</li> <li>Provide ad hoc reporting and financial investigations as directed by Finance Manager and Director Business of Operations</li> <li>Maintain compliance with company policies and financial regulations</li> <li>Maintenance of an effective and controlled purchase ordering system and accounting system</li> <li>Document and review procedures to improve the efficiency and accuracy of the finance processes and maintaining internal controls</li> <li>Provide support and financial modelling for the development of business cases</li> <li>Business Partnering with Campus Principals and School Leadership to provide financial insights and support informed decision-making through monthly financial results</li> </ul>

	<ul style="list-style-type: none"> <li>Support and enhance procurement processes across the school, ensuring value for money, adherence to financial policies, and effective commercial decision making.</li> </ul>
--	---

### Key Selection Criteria and Requirements

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Tertiary degree level qualification in Business/Accounting</li> <li>Professional designation of Certified Practicing Accounting (CPA) or Chartered Accountant (CA), or working towards.</li> </ul>
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>Demonstrated experience in a finance or accounting role (3–5 years).</li> <li>Exceptional attention to detail and organisational skills.</li> <li>Proficiency in accounting software.</li> <li>Intermediate to advanced Microsoft Excel skills.</li> </ul>
<b>Capabilities</b>	<ul style="list-style-type: none"> <li>Excellent written and verbal communication skills.</li> <li>Ability to work independently and as part of a team.</li> <li>Understanding of GST and Australian financial regulations.</li> <li>Commitment to continuous improvement and customer service.</li> <li>Ability to manage competing priorities and meet deadlines.</li> </ul>
<b>Probity checks and Certification</b>	<ul style="list-style-type: none"> <li>Hold a valid Working with Children Check or have the ability to obtain, and a National Police Check certificate (issued within the last six months), or hold a current Victorian Institute of Teaching (VIT) registration.</li> <li>Hold appropriate Australian Work Rights.</li> <li>Valid Australian Driver's Licence and willingness to drive school vehicles when required.</li> <li>Have Cert II First Aid Certificate or willing to obtain.</li> </ul>
<b>Physical Requirements</b>	<ul style="list-style-type: none"> <li>This role will involve frequent sitting and standing, walking or moving within a school and office environment across multiple levels, complete fine motor skills such as typing or writing, and requires auditory and visual ability.</li> <li>Some lifting of supplies and materials may be required from time to time, practicing safe manual handling.</li> </ul>