



### Position Description

Position Title	Business / Finance Manager
Commencing	
Type of Employment	Part Time 4 days per week
Hours of Duty	8.00am to 4:00pm (days open to negotiation)
Probation	A probation period of 6 months will apply
Reports to	School Principal

### About West Coast Steiner School

For 30 years, West Coast Steiner School has provided an oasis of peace and beauty, just fifteen minutes from Perth's beautiful coastline and CBD located in Nollamara.

Our community of teachers and staff are all dedicated to delivering a meaningful education to all students, from Baby Group to Class 6. We provide a Steiner pedagogy with an emphasis on play-based learning. We are committed to education that inspires and engages every student, focusing on a holistic approach to the emotional, academic, physical, and spiritual needs of each individual.

We have a full management and support team. Our College of Teachers, playgroup, early childhood, and primary faculties, specialist teachers, skilled education assistants and learning support all work closely together to optimise our student's experience.

Our nature-based playgrounds are beautifully sustained by our hardworking grounds and maintenance personnel, and an amazing community association.

### The Position

West Coast Steiner School is seeking an enthusiastic, appropriately experienced, detail-oriented individual to join our school community as part of the school management team. Working closely with the Principal and the School Council Treasurer, the Business/Finance Manager is responsible for all financial and business functions of the school.

E [reception@wcss.wa.edu.au](mailto:reception@wcss.wa.edu.au) T (08) 9440 1771  
A 15 Mayfair Street Nollamara WA 6061 W [wcss.wa.edu.au](http://wcss.wa.edu.au)

## About the Candidate

The ideal candidate will possess:

- A degree/qualification in Business, Finance, Accounting, or a related field.
- A high standard of professional competence in accounting, financial reporting, payroll (over 50 staff), budgeting, annual audits and forecasting.
- High competency in MYOB, Microsoft Office, and experience with school management software (SchoolPro, Zunia).
- Excellent interpersonal, oral, and written communication skills, enabling effective communication with students, parents, teachers, and members of the public.
- The ability to maintain the highest degree of confidentiality, diplomacy, and tactfulness, engaging positively within and beyond the school community at all times.
- Previous experience in a similar position is essential.

## The Package

A very competitive salary is offered, reflecting the candidate's qualifications and experience, along with 6 weeks of holiday per year. These holidays are ideally taken during school term breaks. We are flexible with the role either being 4 or 5 days a week.

## Selection Process

Please visit our website [www.wcss.wa.edu.au](http://www.wcss.wa.edu.au) to view the Position Description.

Your application should consist of:

- A covering letter addressing the essential criteria and the names and contact details of 3 referees.
- A curriculum vitae.
- Copies of your current Working With Children Check, National Police Check, and relevant qualifications.

All applications should be emailed to [education@wcss.wa.edu.au](mailto:education@wcss.wa.edu.au) and addressed to The Principal.

**Applications close Friday 18 April 2025 at 4pm. The school reserves the right to appoint the ideal candidate prior to the closing date or to re-advertise.**

West Coast Steiner School is a child-safe organisation, and all statutory checks and references are required prior to confirmation of employment. Applicants must be permanent Australian residents.