



LINDISFARNE
Anglican Grammar School

Job Advertisement: Business Manager

Applications are invited for the Business Manager, commencing in Term 3 2026.

The Business Manager is directly responsible to the Principal and serves as the Public Officer and Company Secretary to the School Council. As a member of the Senior Executive Team, the Business Manager works in close collaboration with the Principal and senior colleagues to support the delivery of the School's strategic and educational priorities. The Finance and Facilities, Infrastructure and Grounds teams report to the Business Manager.

You will be experienced in financial leadership, applying strong commercial acumen and proactive, entrepreneurial thinking to strengthen the School's financial sustainability and optimise the use of its resources.

Responsibilities include:

- Provision of Financial Management Support Services
- Accounting Support Services
- Capital Management Support
- Supporting the Senior Executive team in their responsibilities
- Statutory, Legal and Services to the School Council
- Operational and Administrative Support Services
- Facilities and Asset Management

Skills and Qualifications

- Relevant tertiary qualifications in Economics, Finance, Business, Commerce or a related field.
- Significant experience in a senior finance position with appropriate qualifications, including either CA or CPA.
- The ability to provide oversight and management of complex capital development programs and projects.
- Proven record of driving strategy development and providing the financial modelling/forecasting, commercial analysis and business planning to implement projects.
- Superb leadership and interpersonal skills to create a positive team culture and develop individual capabilities.
- Strong commercial acumen and the ability to think innovatively.
- Experience in an educational setting is highly regarded, including a demonstrated passion for education and the independent schooling sector.

Salary will be commensurate with the successful applicant's skills, qualifications and experience, based on the *Independent Schools NSW Cooperative Multi-Enterprise Agreement 2025*.

For more information, please refer to the [Position Description](#).

Applications

To apply for this role, please click on the [Apply link](#). Applications close on Wednesday, 3 June 2026 at 9.00am and must include:

- A Cover Letter addressing the Responsibilities, Skills and Qualifications outlined in the Position Description
- A Current Resume including contact details for three referees

Please email principal@lindisfarne.nsw.edu.au if you have any queries.

About Lindisfarne

Lindisfarne Anglican Grammar School is a high-quality, Independent, Anglican co-educational Grammar School that serves the southern Gold Coast, Tweed Coast and northern New South Wales and the global community. Our vision is to redefine regional education on a global stage, with local impacts, where belonging, personalised learning and innovation, grounded in our Anglican ethos, shape young people for lives of significance and service.

As an Anglican Grammar School, our values of Compassion, Wisdom and Respect are at the heart of our School and form the foundations of our teaching and learning, supported by our cultural values of Standards, Collaboration and Leadership.

Lindisfarne Anglican Grammar School is a Child Safe organisation. The School actively promotes the protection, safety and wellbeing of all students, and requires all staff to be suitable and committed to upholding the Child Safe Standards. All staff employed by Lindisfarne Anglican Grammar School are expected to undertake Child Protection training and hold a current NSW Working With Children Check clearance. Please see [Working with Children Check \(WWCC\)](#) for more information.