



Business Manager

St Paul's College is seeking a strategic and experienced Business Manager to oversee all financial management, facilities management, and operational activities within the College. The successful candidate will play a key role in driving financial sustainability, ensuring the effective and efficient operation of the school's financial and administrative systems, and contributing to the development of the school's long-term vision. He or she will work closely with school management, the Board of Governors, and external stakeholders to ensure the financial health and strategic direction of the College.

Level: Senior Management
Reports to: Head of College
Position available from: 1 July 2025

Required qualifications and experience:

- A qualified accountant (CA, CIMA, or equivalent) or a similar financial qualification.
- Significant experience in a senior financial management role, preferably within an educational setting.
- Strong understanding of financial planning, accounting procedures, and budget management.
- Knowledge of educational finance systems and compliance standards.
- Strong leadership skills with the ability to work effectively with a range of stakeholders, including senior management, governors, and external partners.

Our ideal candidate will have:

- Knowledge of facilities management and health and safety regulations.
- Understanding of ICT systems management and administrative functions.
- Experience in income generation and/or fundraising.
- Excellent organisational, communication, and interpersonal skills.
- The ability to analyse financial data and provide strategic recommendations.
- Strong problem-solving abilities and a proactive approach to decision-making.
- High levels of discretion and the ability to handle sensitive information appropriately.
- Leadership capability, with the ability to manage and inspire teams.
- A commitment to uphold the Christian ethos and values of the College.

Duties include:

- Providing leadership in the development and implementation of the school's financial strategy, involving strategic planning, supporting budget development, and long-term financial forecasting.
- Ensuring that the school is compliant with all financial regulations, policies, and governance requirements.
- All aspects of financial management including efficient and accurate processing of income and expenditure, budgeting, payroll, financial reporting, and cash flow management.

- Managing, monitoring and developing the school's financial systems.
- Preparing and presenting detailed financial reports to senior management, governors, and stakeholders.
- Planning for and providing the necessary assistance with the annual audit and other statutory financial requirements.
- Overseeing the management of the school's asset register, physical infrastructure, and compliance with health and safety regulations.
- Supervising and managing the Finance Office staff and systems (administrative and ICT) to ensure operational efficiency.
- Seeking new opportunities for income, sponsorship and funding, and overseeing fundraising efforts and partnerships.

Applications close on 22 April 2025.

Only short-listed candidates will be contacted.

Please submit a concise Curriculum Vitae with three contactable references to hrapplications@spcnam.org .

Sam Nujoma Drive, Windhoek, Namibia

Website: www.spcnam.org