

Royal Far West

Position Vacant

BUSINESS MANAGER

PERMANENT FULL TIME

Royal Far West is a non-government organisation based at Manly that provides health services for country children who are not able to access those services where they live.

Royal Far West is seeking an appropriately qualified Business Manager to join their Executive Team. The Business Manager will be responsible for a number of corporate services functions and must have relevant experience in managing human, material and financial resources.

Applications must address the following selection criteria.

Essential Criteria:

- Relevant tertiary qualifications;
- Extensive relevant experience;
- Proven skills in the management of human, material and financial resources;
- Demonstrated skills in data analysis, interpretation and report writing;
- Current knowledge of OH&S legislation.
- Computer literacy in Word and Excel;
- Demonstrated high level of interpersonal, negotiation and communication skills;
- Demonstrated experience in the interpretation and application of relevant legislation;
- Understanding of current Industrial Relations environment and experience applying relevant industrial instruments;
- Previous experience using Accounting/Financial Software packages;
- Previous experience using payroll/HR time and attendance system.

An attractive remuneration package, including the ability to salary package will be negotiated with the successful candidate. The successful applicant will be required to undergo a relevant criminal record check.

Closing Date: 4 March 2010

Enquiries: Ms Jann Kingston, kingstonj@royalfarwest.org.au or 8966 8503.

Applications to: HR Manager, PO Box 52, Manly NSW 1655 or recruitment@royalfarwest.org.au