



## Career Opportunities



Date Listed: January 2007

POSITION: **BUSINESS MANAGER**

- Outstanding Opportunity for an Accountant to Pursue a Career in Management
- Award-winning CBD Campus

**DETAILS:** Your new employer operates the vibrant Sydney campus for an established interstate university. The university has an uncompromising focus on quality teaching. It is committed to the success of its students, recently obtaining a 5-star rating for graduate satisfaction in a national survey. It provides students with a flexible and supportive environment in which to study in small classes, using leading edge technology. To ensure high employment prospects, the programs offered are industry-driven with practical up-to-date content. Staff can look forward to outstanding career opportunities in the company's growing operations in Sydney and elsewhere.

As Business Manager, you will manage a small team of staff, contribute to campus budget planning and implement the budget. The maintenance of the human resource functions and facilities of the campus are other key aspects of this pivotal role. You will manage campus finance procedures and ensure that financial processes are efficient and effective. In addition to ensuring that the processes relating to managing human resources run smoothly and efficiently, you will oversee the bookshop operation. In maintaining campus facilities, you will ensure quality of campus cleaning and security, liaise with suppliers to ensure appropriate levels of supplies are available and assist with implementing approved CAPEX programs.

To be successful you will need tertiary qualifications in accounting, preferably with CPA membership, and relevant management experience. You will have well rounded experience of various aspects of the accounting function, good technical skills and a hands-on approach. Knowledge of IR and HR practices, good IT skills, including knowledge of Excel spreadsheeting, are also crucial. Good communication and conflict resolution skills will be needed. You will be a well organised individual who is able to prioritise work and meet deadlines.

*Please email your resume to [apply@j-yes-consulting.com](mailto:apply@j-yes-consulting.com). Applications can also be sent to J-YES Recruitment & Consulting, L25, 2 Chifley Square, Sydney 2000 or fax (02) 9328 6025. For a confidential discussion, please call Joyce Yong on (02) 8220 8102.*