



POSITION DESCRIPTION

POSITION:	Finance Business Partner
DEPARTMENT:	Finance
CAMPUS:	Cross Campus
REPORTS TO:	Associate Director of Finance
DIRECT REPORTS:	Not Applicable
EMPLOYMENT STATUS:	Full time, Ongoing
CLASSIFICATION:	School Administrative Services GA6
APPROVAL:	March 2026 Chief Operating Officer

WORKING ENVIRONMENT

Geelong Grammar School is one of the world's leading coeducational boarding and day schools offering exceptional education to all of its students, from Early Learning to Year 12. Geelong Grammar School seeks to inspire its students and community to thrive and make a positive difference through its unique and transformational education. Geelong Grammar School has four campuses:

Corio (approximately 1,000 students) offers day, day boarding, weekly boarding and full boarding in Years 5 to 8 (Middle School), and day and full boarding in Years 10 to 12 (Senior School), with around 70% of students being full boarders. The campus also incorporates the Bostock Centre (Junior School), catering for approximately 100 day students from Early Learning to Year 4, who transition into Middle School at Corio.

The Corio campus operates as a self contained community, with onsite staff accommodation, a large kitchen and dining facility, medical centre, chapel and comprehensive educational infrastructure. It offers extensive sporting, recreational, training and performance facilities, including the Handbury Centre for Wellbeing and the SPACE precinct, which together provide state-of-the-art wellbeing, creative and performance spaces.

Timbertop (approximately 245 students) is a boarding campus for all Year 9 students, located near Mt Buller in Victoria's Alps. All teaching staff live on the campus and students spend the entire year at Timbertop taking part in hiking, recreational and community service activities.

Toorak (approximately 320 students) is located in Melbourne. It caters for day students from Early Learning to Year 6. After Year 6, most students proceed to Corio. The Toorak campus has approximately 50 full time and part time teaching and support staff.

FINANCE DEPARTMENT

The Finance Department operates as a centralised function supporting all campuses and business units of Geelong Grammar School. The department is responsible for delivering accurate, timely and compliant financial services across a complex, multi-campus environment, encompassing transactional processing, financial reporting, and strategic business support.

The department is structured across key functional areas, including financial accounting, finance operations (accounts payable, receivable, and debtor management), business partnering and payroll. These functions work collaboratively to ensure strong financial governance, effective decision support and efficient service delivery to a broad range of stakeholders.

POSITION OBJECTIVE

The Finance Business Partner provides high-quality financial analysis, reporting and advisory support to key stakeholders across the School.

The role partners with budget holders and leadership teams to support effective planning, performance monitoring and informed decision-making, ensuring alignment with the School's strategic priorities and long-term financial sustainability.

KEY RESPONSIBILITIES

The Finance Business Partner is responsible for the following tasks:

- Partner with a portfolio of academic and operational leaders to provide strategic financial advice and support decision-making
- Lead budgeting and forecasting processes for the portfolio, ensuring alignment with strategic objectives
- Deliver timely and accurate management reporting, including variance analysis and insights
- Develop financial models, scenario analysis and business cases to support key initiatives
- Promote strong financial governance, compliance and accountability across the School
- Build financial capability among non-financial stakeholders through clear communication and guidance

ORGANISATIONAL RELATIONSHIPS:

Internal Liaisons

- Executive Leadership Team
- Associate Director of Finance and Finance Team
- Campus and Department Leaders
- Operational staff – all campuses

External liaisons

- Auditors
- Consultants and advisors
- Suppliers and contractors
- Financial institutions (as required)

KEY SELECTION CRITERIA:

- Demonstrated experience in a finance business partnering or management accounting role
- Strong financial modelling, analytical, and problem-solving skills
- Ability to translate complex financial information into clear, actionable insights
- Proven ability to build effective relationships and influence stakeholders
- Experience in budgeting, forecasting, and performance reporting
- High level of commercial acumen and attention to detail
- Strong written and verbal communication skills

QUALIFICATIONS AND EXPERIENCE:

- Tertiary qualification in Accounting, Finance, or related discipline
- CA/CPA qualification (or working towards)
- Relevant experience in financial analysis, reporting, and business partnering

Desirable

- Experience working in Schools

COMMITMENT TO POSITIVE, ADVENTURE AND CREATIVE EDUCATION:

Geelong Grammar School is committed to experiential learning with and through nature and Creative and Positive Education.

All staff are required to attend our Discovering Positive Education training course within their first two years of employment at the school. Staff also have the opportunity to participate in ongoing Positive Education training throughout the year.

OUR COMMITMENT TO STUDENT SAFEGUARDING

Geelong Grammar School is committed to the safety of all students and has a zero tolerance of student abuse.

The School's Student Safeguarding Framework, which includes the Student Safeguarding Strategy, Student Safeguarding Policy and Student Safeguarding Code of Conduct, is available on the [GGS website](#), under 'Student Safeguarding'. The School's expectation is that all staff members (and School Community members) comply with the Student Safeguarding Framework policies and procedures and the [Child Safe Standards](#), as applicable to their role. Any queries in respect of this Framework or the School's expectations should be directed to safeguarding@ggs.vic.edu.au.

WORKING WITH CHILDREN CHECK & NATIONAL POLICE CHECK

All employees of Geelong Grammar School must hold a Victorian Working with Children Check (Employment) prior to appointment, and National Police Check completed within three (3) months prior to appointment.

OTHER REQUIREMENTS AND OUT OF HOURS EXPECTATIONS

- Current driver licence is essential to the role
- First Aid [Desirable]
- CPR [Desirable]