



Mannix College

A Catholic residential college
affiliated with Monash University

Head of Operations & Finance

Reports to: College Principal

Employment Type: Permanent Full Time (On-site full-time)

Number of Direct Reports: Five

Location: Mannix College, 22A Wellington Road Clayton, VIC 3168

Position Summary

The Head of Operations & Finance is responsible for financial stewardship, operational performance, and governance coordination at Mannix College.

The role ensures disciplined financial management, strong controls, and a high-performing operating model that integrates internal capability with outsourced service delivery.

Core services, including housekeeping, catering, and overnight security, are delivered through external partners. The Head of Operations & Finance holds accountability for contract governance, performance oversight, and value realisation across these arrangements, alongside leadership of internal operational functions.

The role also serves as Secretariat to the College's governance bodies, ensuring high-quality documentation, effective coordination, and disciplined follow-through of decisions.

As a member of the Senior Leadership Team, the role contributes to strategic direction, with a focus on financial sustainability, resource optimisation, and operational excellence.

Mannix College

Founded in 1969, Mannix College is a Catholic residential college owned and operated by the Catholic Archdiocese of Melbourne. It accommodates 315 students studying at Monash University. [Find out more.](#)

The College provides a structured residential experience that supports academic success, wellbeing, and leadership formation grounded in Catholic values. It maintains a strong commitment to access and inclusion, particularly for students from regional and underrepresented backgrounds.

Mannix also operates a conferencing and short-stay business that contributes to financial sustainability.

The College is governed by an incorporated Council appointed by the Archbishop of Melbourne, creating a distinctive environment that combines mission, governance, and operational complexity.

Finance & Operations Portfolio

The portfolio led by the Head of Operations & Finance ensures financial discipline, strong governance, and high-quality, efficient services across the College.

It brings together finance, facilities, commercial operations, compliance, and contracted services, integrating internal teams and external providers to deliver consistent standards and value.

Core Functions

1. **Financial Management & Sustainability** – budget leadership, financial control, and long-term sustainability
2. **Operations & Contracted Services** – delivery of services through internal teams and outsourced providers
3. **Facilities & Asset Management** – maintenance and development of College infrastructure
4. **Governance & Secretariat** – coordination and administration of Council and Committee functions
5. **Risk & Compliance** – regulatory compliance and risk oversight
6. **Commercial Operations** – conferencing and revenue-generating activities

Key Responsibilities

The Head of Operations & Finance is responsible for:

1. Financial Management (Primary Responsibility)

- Lead the preparation, implementation, and ongoing monitoring of the College's annual budget and long-term financial planning, including forecasting, cash flow management, and variance analysis
- Direct all finance and payroll operations, ensuring accuracy, integrity, and timeliness of transactions and reporting
- Maintain robust financial controls and ensure audit readiness at all times
- Lead the coordination of annual audits for the College and Foundation
- Provide clear, strategic financial reporting and advice to the Principal and Council
- Oversee financial performance across all operational areas
- Ensure alignment of departmental expenditure with approved budgets and strategic priorities
- Maintain appropriate financial oversight and controls for the Mannix College Student Society (MCSS) and Mannix Old Collegians Association (MOCA)

2. Operations & Service Delivery

- Hold accountability for the performance and delivery of all College operations, including catering, facilities, housekeeping, administration, security, and conferencing
- Direct the governance and performance of outsourced service providers, including housekeeping, catering, overnight security, and other contractors
- Lead procurement, contract negotiation, and vendor management to ensure value for money and service quality
- Ensure operational systems and services are efficient, integrated, and aligned to College priorities
- Maintain high standards of presentation, functionality, and service delivery across the College

3. Facilities & Asset Management

- Lead the planning and delivery of maintenance, upgrades, and capital works in alignment with the Strategic Plan and financial capacity
- Ensure buildings, infrastructure, grounds, and services are safe, compliant, and maintained to a high standard
- Oversee contractor performance and cost management across all facilities-related services

4. Governance, Risk & Compliance

- Ensure the College meets all statutory and regulatory obligations, including financial, WHS/OHS, Child Safety, and food safety requirements
- Maintain and oversee the College's risk management framework, including the risk register
- Ensure appropriate insurance coverage and asset protection strategies are in place
- Serve as Secretariat to all College governance bodies, ensuring effective coordination of meetings, preparation of high-quality papers, accurate record-keeping, and disciplined follow-up of actions and decisions
- Lead the development, review, and implementation of policies and procedures

5. Human Resources

- Provide oversight of recruitment, onboarding, and performance management processes
- Build capability and engagement across operational teams
- Manage complex employee matters, including grievances, misconduct, and performance
- Ensure delivery of training in governance, compliance, and safety

6. Information Technology

- Ensure systems and platforms effectively support financial management, reporting, and operations

- Ensure compliance with data protection and privacy requirements

7. Work Health & Safety

- Act as the College's WHS Officer
- Ensure compliance with all relevant WHS legislation and standards
- Maintain safe environments for residents, staff, contractors, and visitors
- Oversee contractor compliance, inductions, and training records

8. Commercial Operations (Catering, Conferencing & Events)

- Lead the performance and development of the College's conferencing and events operations
- Maximise utilisation of College facilities and revenue generation in line with budget
- Oversee catering operations to ensure efficiency, cost control, and service quality
- Ensure commercial activities contribute positively to the College's financial performance

9. Leadership & Contribution to College Life

- Contribute to strategic planning and institutional decision-making
- Support the Principal and Dean in the daily leadership of the College
- Maintain a visible, professional presence within the College community
- Contribute to key College events and initiatives
- Uphold the Mission, Vision, and Values of the College

Key Selection Criteria

1. Significant senior experience in financial leadership within a complex organisation, including budgeting, forecasting, financial reporting, and audit oversight
2. Demonstrated ability to establish and maintain strong financial controls, governance frameworks, and risk management practices
3. Proven experience in leading and managing multi-functional operational teams, with a focus on performance, accountability, and continuous improvement
4. Strong experience managing outsourced services and complex contractual arrangements, including procurement, negotiation, and performance management of vendors
5. Demonstrated capability to oversee end-to-end service delivery across diverse operational areas (e.g. facilities, catering, administration, or similar environments)
6. Experience advising executive leaders and governing bodies, with the ability to translate complex financial and operational information into clear, strategic insights

7. Strong commercial acumen, including experience managing revenue-generating activities and driving financial sustainability
8. Highly developed stakeholder management skills, with the ability to build effective relationships across internal teams, contractors, and external partners
9. Exceptional analytical and problem-solving capability, with sound judgement in complex or high-pressure environments

Qualifications

- Tertiary qualifications in finance, accounting, or a related discipline
- A Chartered Accountant (CA) or Certified Practising Accountant (CPA) qualification is highly desirable
- Completion of the AICD Company Directors Course (or equivalent governance training) is desirable

Personal Capabilities

1. High financial acumen and sound judgement
2. Strong attention to detail with a whole-of-organisation perspective
3. Confidence to challenge and influence at senior levels
4. Clear communicator
5. Calm, disciplined decision-making under pressure
6. High level of integrity, honesty and confidentiality in handling sensitive matters, with an awareness and appreciation of Catholic Social Teaching