



FINANCE AND ADMINISTRATION OFFICER (Full Time)

Starting date: Monday 13 February (or soon after)

St Monica's Primary Kangaroo Flat

Applications are invited from those who have:

- WWC
- An understanding of and commitment to the VRQA Child Safe Standards.
- A strong commitment to Catholic Education and Catholic Identity

Selection Criteria

- Willingness to train on the job
- A capacity to form inclusive and supportive relationships with the school community.
- Knowledge and understanding of finance systems
- Ability to contribute to a professional culture of excellence
- Experience in payroll

Child safety

Sandhurst schools are committed to promoting the safety, wellbeing and inclusion of all children.

Diversity and Inclusion

Catholic Education Sandhurst Limited (CES Ltd) embraces diversity and social inclusion and encourages people from diverse backgrounds to apply.

APPLICATION PROCESS

Please forward the following to: principal@smkangarooflat.catholic.edu.au

by 4pm Friday 10 February 2023

1. A cover letter stating why you have interest in this position and how your skills align with the selection criteria.
2. A completed Pre-Employment Disclosure Questionnaire (a copy available to download from our school website under the employment tab). <https://www.smkangarooflat.catholic.edu.au/>
3. Curriculum Vitae including 3 nominated verbal referees