



Administration/Finance Officer

Full Time Ongoing

St. Brendan's are currently seeking a full time Administration/Finance Officer to begin 24th April 2023.

The Administration Officer (Finance) assists in the administrative functions of the school to ensure accountability and support to school staff and families. This position requires the ability to analyse financial data, as well as handle multiple school tasks daily.

The successful applicant will have:

- A strong commitment to Catholic Education and Catholic Identity
- Have excellent interpersonal skills
- Experience in office finance procedures, including payroll, accounts, bank recs, BAS statements etc.
- Competency in computer skills and technology
- Willingness to train with new school admin package
- Certificate IV or above in Business, Accounting, Human Resources, or a similar field is desirable.

Requirements:

Application forms and information packages are available via our School Website:

www.sbshepparton.catholic.edu.au (Employment link)

Email applications to:

Mrs Paula Stevenson

principal@sbshepparton.catholic.edu.au

Applications close:

4pm on Friday 10th March, 2023