



Catholic Education Sandhurst Limited

Diocese of Sandhurst



ST JOHN'S PRIMARY SCHOOL EUROA

HR and Payroll Administration

Full Time Ongoing Position

Catholic Education Sandhurst Limited (CES Ltd) has a fantastic opportunity at St John's Euroa for a full time HR and Payroll Administration professional to commence on the 24th April 2023.

The staff and children at St John's enjoy modern and contemporary spaces for their learning. The school is in one building divided into three areas, Junior, Middle and Senior. Our recently refurbished areas are light and spacious, filled with a celebration of the children's learning and all the great things that happen at our school. Some of the learning spaces include a visual art room / performing arts room, spacious play areas such as oval, tennis court and quadrangle, an adventure playground for all ages, a huge sandpit and imaginative play garden and a well resourced and up to date Library.

We can offer you:

- Generous leave entitlements.
- A working environment with dedicated and committed staff.
- A competitive remuneration package.

Ideally you will have:

- Certificate IV or above in Business, Accounting, Human Resources, or a similar field is desirable.
- Experience in office finance procedures (icon), including payroll, accounts, bank recs, BAS statements etc.
- Competency in computer skills and technology.
- Have excellent interpersonal skills.
- A current First Aid Certificate.

**Closing Date for Applications:
4.00 pm Monday 27 March 2023**

**Email applications to: Mrs Therese Stewart
principal@sjeuroa.catholic.edu.au**