



Catholic Education Sandhurst Limited

Diocese of Sandhurst



ST JOSEPH'S PRIMARY SCHOOL NAGAMBIE Administration Officer

(0.77 time with ongoing status - commencing Monday 10 July 2023)

***Catholic Education Sandhurst Limited (CES Ltd) has a fantastic opportunity at
St Joseph's Nagambie for an Administration Officer.***

St Joseph's School Nagambie is situated in the picturesque surroundings of the Goulburn Valley. The school is in one building divided into three classes, Junior, Middle and Senior. Our learning 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 and library, spacious play areas such as oval, tennis/basketball/soccer courts, two adventure playgrounds for all ages, a huge sandpit and 'living classroom' 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 29 May 2023**

**Email applications to: Mrs Maree Findlay
principal@sjnagambie.catholic.edu.au**