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Administrative Finance Officer (Administrative Finance Officer)

Primary - Full-Time - Ongoing
St Cecilia's Catholic Primary School - PORT HEDLAND
This is a full-time ongoing position commencing 1 January 2021.
Applications Close : 12th October , 2020

St Cecilia's Catholic Primary School - PORT HEDLAND

School Principal : Mr Rob Palladino
School Address : PO Box 700 Port Hedland WA 6721
Phone Number : 9174 7000
Fax Number :
Email Address : admin@stcecilia.wa.edu.au.
Web Site : www.stcecilia.wa.edu.au.

Type : Full-Time
Term : Ongoing

ADMINISTRATIVE FINANCE OFFICER (PRIMARY)

Position details:

This is a full-time ongoing position commencing 1 January 2021, to work 42 weeks (40 weeks during term time) and 2 weeks prior to the commencement of the school year: Monday to Friday, 7.30am to 3.30pm (negotiable). The successful applicant may be asked to start work earlier to allow for a handover if available.

St Cecilia's is a single stream primary school located in the remote area of Port Hedland, with an approximate enrolment of 190 students.

The position includes:

- Preparation and maintenance of the schools financial records
- Completion of the financial compliance requirements
- Preparation of financial reports for the Principal and School Board
- Processing of all financial transactions including accounts receivable and payable
- Processing of all family fee invoices and monitoring payments
- Administration of all Payroll Duties

A more detailed duty statement is available from the School upon request.

This is an evolving role offering wide task variety and an excellent opportunity for the successful applicant to demonstrate his/her financial and customer service skills while working in a school environment that supports personal growth and offers professional training. This role would suit an organised and personable individual with initiative and a tertiary financial qualification who is looking to develop their skills base so that they can work with increasing independence as well as in a team environment.

Selection Criteria:

The applicant must address the following selection criteria in the application.

- A strong focus to deal appropriately with parents, staff and members of the public
- The ability to demonstrate initiative and exercise discretion, confidentiality and maintain a professional manner
- A high level of organisational, time management and communication skills with the ability to prioritise tasks and meet deadlines
- Extensive experience and sound knowledge of accrual accounting practices
- A demonstrated high degree of self-sufficiency in the use of computers and technology
- Be fully supportive of the Catholic ethos

Qualifications Required:

- A relevant qualification in Accounting, Business or a related field would be an advantage, but not essential
- Knowledge of AoS (Administration of Schools), Microsoft 365 and experience in a school environment would be an advantage, but not essential
Catholic Education Western Australia encourages applications from Aboriginal and Torres Strait Islander people, people with a disability, people of all ages and people from culturally diverse backgrounds. To be eligible to apply for this role you must be legally permitted to work in Australia.

Applicants must be fully supportive of the objectives and ethos of Catholic education.

In applying for this position you will be providing personal information to the School. This information will be used in order to assess your application for employment.

A current National Police History Check as issued by the Department of Education Western Australia must also be included. The appropriate Criminal History Record Check form is available from the Department of Education [website](#).

On appointment successful applicants will require a Working with Children Check. Application forms are available at certain Australia Post Outlets throughout the State. A list of participating Australia Post outlets can be found on the Australia Post [website](#) . An application for a WWC must be made in person.

Listed : 9th September, 2020

Applications Close : 12th October , 2020

Vacancy Number : 22129