



Catholic Education Office, Diocese of Sale

School Payroll Officer

The Diocese of Sale covers the Gippsland area, with 36 primary and 7 secondary schools between Narre Warren in the West and Orbost in the East. These schools are served by the Catholic Education Office, Diocese of Sale (CEOSale) which is located at 6 Witton Street, Warragul, approximately 90-minutes' drive from the Melbourne CBD. The Office has a staff of approximately 70, who provide a wide range of leadership and support services to schools.

Due to an increase in service provision, the Director of Catholic Education, Diocese of Sale, is seeking to appoint an additional School Payroll Officer. The appointee will be responsible to the Director of Catholic Education through the Deputy Director Business Services and the School Finance and Resources Manager.

Selection Criteria:

The successful applicant will be required to demonstrate:

- Understanding and appreciation of the role of the Catholic School in the mission of the Catholic Church today.
- Extensive experience with payroll/human resources functions.
- Excellent knowledge of Microsoft Excel applications.
- Excellent interpersonal and communication skills and ability to work effectively in a team environment.

Experience in a school environment and/or a relevant qualification in Business, Human Resources or a related field would be an advantage, but is not essential.

Tenure:

The appointment is full-time and ongoing.

Commencement date will be 23 October 2017, or by negotiation.

Salary and Benefits

- The salary and conditions are in accordance with the *Victorian Catholic Education Multi Enterprise Agreement 2013*. The position is classified as a CEO Clerical Employee Level 4 (salary range \$74,170 p.a. - \$81,987 p.a.).
- Four weeks' annual leave is provided, with purchased leave options for additional leave.
- Salary packaging arrangements are available to staff of the Catholic Education Office, Diocese of Sale.

Conditions of Employment:

- The appointment will be subject to a satisfactory National Police Record Check and Working with Children Check.
- Employment is conditional upon compliance with the CEOSale *Child Protection and Safety Policy* and *Child Safety Code of Conduct*, and any other policies or procedures relating to child safety.
- A current Victorian Driver's licence is required.

Applications:

- Enquiries may be directed to Ms Kirrilly Bridger, School Finance & Resources Manager, (03) 5622 6640 or email kbridger@ceosale.catholic.edu.au.
- A Position Description, Application Form, Confidential Referee Assessment Form and other relevant information may be downloaded from the CEOSale website www.ceosale.catholic.edu.au.
- Three confidential referee assessments are required.
- Please return the completed Application Form, together with your letter of application and a copy of your Curriculum Vitae by **Friday 22 September 2017**.

Applications should be marked to the attention of Ms Teresa Brady and addressed to:

Ms Maria Kirkwood
Director of Catholic Education
Catholic Education Office
PO Box 322
WARRAGUL VIC 3820

Email: director@ceosale.catholic.edu.au

Closing Date: Friday 22 September 2017

The Catholic Education Office Sale promotes the safety, wellbeing and inclusion of all children.