



# Catholic Education Office, Diocese of Sale

## School Finance 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 Finance 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
- A Degree or Diploma in Accounting, Business or a related field
- Excellent knowledge of Microsoft Excel applications
- Sound financial accounting skills and extensive experience in a range of accounting functions
- Excellent interpersonal and communication skills and ability to work effectively in a team environment.

Experience in a school environment would be an advantage, but is not essential.

### Tenure:

The appointment is full-time and fixed-term until 27/01/2020.

Commencement date will be Monday 30 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 5 (salary range \$83,170 p.a. - \$91,159 p.a.).
- Four weeks' annual leave is provided, with purchased leave options for additional leave.
- Salary packaging arrangements are available to staff of CEOSale.

### 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](mailto: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](http://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 **Tuesday 26 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](mailto:director@ceosale.catholic.edu.au)

**Closing Date: Tuesday 26 September 2017**

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