The Diocese of Sale covers the Gippsland area, with 36 primary and 7 secondary schools between Cranbourne in the west and Orbost in the east. These schools are served by the Catholic Education Office which is located at 6 Witton Street, Warragul, approximately 90 minutes drive from the Melbourne CBD. The Office has a staff of approximately 50 who provide a wide range of leadership and support services to schools.

The Director of Catholic Education in the Diocese of Sale is seeking to appoint a School Payroll Officer. The appointee will be responsible to the Director of Catholic Education through the Assistant Director: Business Services.

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 April 2015 or by negotiation.

Conditions:

- Remuneration will be in accordance with the Victorian Catholic Education Multi-Enterprise Agreement 2013, commensurate with qualifications and experience.
- Salary packaging opportunities are available. Four weeks annual leave is provided, with purchased leave options.
- The appointment will be subject to a satisfactory Police Check and Working With Children Check.
- 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 Catholic Education Office 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 Wednesday 11 March 2015.

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: Wednesday 11 March 2015