



## Finance Officer (Primary)

### Position Details:

The Finance Officer will be responsible to the School Board through the Principal for the proper administration of the finances of the school, on a day-to-day basis, in accordance with the approved budget and procedures determined by the Catholic Education Office. This involves preparation of an initial budget with quarterly review and adjustments; accrual management; monthly bank reconciliation statements; preparation of monthly reports for the School Board; overseeing the established procedures for the collection of fees; adjusting fee accounts on advice from the Principal and Board; the payroll function of the school including salaries; interpretation of Awards and preparation of associated returns e.g. LSL, superannuation, workers compensation, etc.; staff contracts and records; the completion of Commonwealth Government's financial questionnaire.

The Finance Officer will work with the Principal in the completion of all administrative tasks necessary for the effective business and financial management of the school and to report formally to the Principal each week, and informally as needed. The Finance Officer will meet with the School Board Treasurer and Principal to prepare reports for the Board on a regular basis.

Your application to the Principal should include:

- \* a cover letter
- \* current Curriculum Vitae
- \* Contact details of at least 2 professional referees including your current employer

### Selection Criteria:

#### ESSENTIAL:

Applications must include:

- \* experience in a financial role of a school or comparable role in another industry;
- \* demonstrated knowledge, experience and success in financial management;
- \* experience in financial compliance and audit preparation;
- \* demonstrated ability to work cooperatively and independently;
- \* ability to be self-motivated and able to work independently;
- \* ability to adhere to workplace policies and deadlines;
- \* experience in the use of database systems;
- \* a professional, courteous and compassionate service oriented manner;
- \* meticulous attention to detail;
- \* high level skills in the use of Microsoft Office suite;
- \* high level written and verbal skills with the ability to be confidential.

#### HIGHLY DESIRABLE:

- \* General knowledge in financial leadership and risk management;
- \* An understanding of Government funding in an education context and ability to analyse changes and their effect on school funding and compliance;
- \* Knowledge of and training in the CEWA AoS system.

### Qualifications Required:

- \* Tertiary qualifications in business management or accounting.

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.