



Organisation	Sacred Heart Primary School- THORN LIE
Address	40 Ovens Road. THORN LIE WA 6108
Email	admin@shthorn.wa.edu.au
Website	www.shthorn.wa.edu.au
Phone	08 9251 3000
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Principal	Mrs Miranda Swann
Position	Finance Officer (0.714 FTE Part Time Ongoing)

Sacred Heart School requires a passionate and highly professional Finance Officer to join our team in term four 2018. The Finance Officer will provide a welcoming environment and be supportive of the Catholic ethos and school policies. This role involves overseeing the financial management of the school, as well as assisting in the office administration, as required. The role is service orientated, requires highly developed interpersonal skills, attention to detail and strong team membership.

This is a part time ongoing position commencing 8 October 2018.

Sacred Heart is a double stream co-educational school with 447 students from Kindergarten – Year 6. The school community has the benefit of having onsite an Early Learning Centre catering for 2 – 5 ½ year olds, an Out of School Hours Care service and an Inclusion Support Centre. The school enjoys a close relationship with the Parish and strong support from the parent community.

Selection Criteria:

Applications are invited from enthusiastic and suitably qualified applicants with the following attributes:

- Demonstrate an excellent understanding of accrual accounting in a school setting;
- Demonstrate a high degree of autonomy, initiative and attention to detail;
- Demonstrate a high level of competency and capability in IT Office suites, Maze and SEQTA;
- Exercise a high level of discretion, independence and a strong sense of professionalism;
- Demonstrate a high level of interpersonal and organisational skills and the ability to work collaboratively with various stakeholders;
- Demonstrate an understanding of school administrative work, accountability and deadlines;
- Proven ability to analyse, think strategically and use financial data to plan and forecast in the short, medium and long term;
- Proven ability to prioritise tasks and evolve processes to increase efficiency;
- Willing to make a positive contribution to the culture of Sacred Heart Primary School;

Desirable expertise and experience:

- Previous experience in a finance role within a school environment;

Qualification/s Required:

- A Certificate IV in Business or Certificate IV in Finance or equivalent;
- A current Working with Children Check;

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

Applicants must submit (**via email only**) curriculum vitae, addressed to the Principal, including the names and contact numbers of three referees, one of whom must be the current employer. A current Federal Police Clearance/100 Point Identification Check must also be included. The appropriate Criminal History Record Check form is available from the Department of Education and Training website (www.det.wa.edu.au).

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 at <http://apps.nowhere.com.au/austpost/postofficelocator/default.aspx>. An application for a WWC must be made in person.

Applications close: 6 September 2018