



FINANCE OFFICER

Emmaus Catholic Primary School

SELECTION CRITERIA

ESSENTIAL

1. Commitment to Emmaus Catholic Primary School's values and Catholic Education.
2. Extensive experience in bookkeeping and financial reporting.
3. Experience in financial procedures including accounts receivable, accounts payable, preparation of Business Activity Statements, and general ledger processing.
4. Sound knowledge and demonstrated ability of relevant accrual accounting practices.
5. Excellent interpersonal, communication and written skills.
6. Advanced computer skills and knowledge including experience in financial programs, Microsoft Word, Excel and internet applications.
7. Preparation, monitoring and maintaining the Annual Budget.
8. Completing financial compliance reporting.
9. Experience in a school environment and with AoS is beneficial.

Other Attributes

1. Excellent organisational skills and ability to manage time effectively.
2. Ability to think outside the square, find innovative solutions and effective work processes.
3. Friendly and approachable manner.
4. Ability to work as part of a team whilst still accepting responsibility for your own tasks.

HIGHLY DESIRABLE

1. A relevant qualification in Accounting, Business or a related field would be an advantage, but is not essential.
2. Experience in a school environment would be an advantage but is not essential.

CONDITIONS OF EMPLOYMENT SPECIFIC TO THE POSITION OF FINANCE OFFICER

Salary

The salary range for this position is Level 5, Step 6 of the Administrative and Technical Officer salary scale Category A (\$82 673 per annum). This is a part-time 0.4 FTE, permanent position commencing 31 October 2022, however, the commencement date is negotiable.

Clearances

1. The successful applicant will be subject to a Working with Children Check.
2. The successful applicant will require a successful Nationally Coordinated Criminal History Check through the Department of Education.

Accreditation

The successful applicant will be required to work towards and obtain Accreditation to Work in a Catholic School.

Leave

It is recommended annual leave be taken within the current year school holiday period.



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PROPOSED TIMELINE

DATE

CEWA website	Friday 9 September 2022
School website	Friday 9 September 2022
Applications close	Monday 26 September 2022 at 5:00 pm
Short-listing	Wednesday 28 September 2022
Applicants notified of interview	Thursday 29 September 2022
Interviews	Tuesday 11 October 2022
Successful applicant notified	Thursday 13 October 2022
Letters of offer and acceptance	Thursday 13 October 2022
Unsuccessful applicants notified	Monday 17 October 2022

NB. The proposed timeline may be varied and applicants advised accordingly.