



St Mary's Catholic School

Boyup Brook

ADMINISTRATION AND FINANCE OFFICER

Full time Permanent Position (41 weeks)

St Mary's Primary School Boyup Brook is seeking an enthusiastic and experienced Administration and Finance Officer to join our team. This role will suit someone with great customer service skills who enjoys dealing with children & adults and is comfortable in a front office capacity.

We cater for students from Kindergarten to Year 6 in multi-aged, well resourced and contemporary classrooms. Our professional and highly motivated staff are passionate about supporting individual student success in a safe, engaging and modern environment which is consistently well maintained.

The Administration and Finance Officer position at our school would see the successful applicant responsible for the following:

- All administration tasks associated with student enrolments, staff contracts, newsletters, notes home etc.
- Answering the phone and being the first point of contact for all queries.
- Management of uniform purchases and sales.
- Managing student and staff Data systems within the school.
- School promotion and marketing support (in consultation with the Principal).
- Providing First aid
- Management of cloud based financial system (AOS) including payment of all vendors, monthly BAS, school fees, monthly financial reports, receipting payments, posting of journals etc.

This position commences fulltime (8.00am – 4.00pm) for the start of Term 1 in 2025 but the successful candidate will need to be available on a casual employment basis for training purposes during Term 4 this year.

Written applications together with the name of at least three referees should be forwarded to admin@stmarysbbk.wa.edu.au by Friday September 20.

ABN: 19 306 320 591

PO Box 189 (Knapp St), Boyup Brook WA 6244

ph: (08) 9765 1333 ~ fax: (08) 9765 1038

e: admin@stmarysbbk.wa.edu.au ~ web: www.stmarysbbk.wa.edu.au



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Selection Criteria

The successful applicant should be able to demonstrate:

- Support of the objectives of Catholic Education;
- A strong ability to multi task;
- Excellent word processing and ICT skills including a proficiency in the Microsoft Office 365 suite;
- Experience in financial procedures including accounts receivable, accounts payable, preparation of business activity statements and general ledger processing,
- A strong understanding of data management systems;
- An ability to manage highly confidential and sensitive information;
- Reliability, punctuality, high work quality and pride in own work;
- Professional interpersonal, communication and organisational skills;
- Initiative, flexibility and the ability to work independently and collaboratively as part of a team;
- The capacity and enthusiasm to build community with staff, parents and students.

Qualifications Required

- Accreditation to Work in a Catholic School (or a willingness to obtain)
- National Criminal Record Check
- Working with Children Check
- Senior First Aid Certificate (or a willingness to obtain)

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 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. In applying for this position you will be providing personal information to the school. This information will be used in order to assess your application for employment.



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