

Finance Officer

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Company: Catholic Education Archdiocese Of Canberra And Goulburn

Location: Australia

Category: other-general

Employment Type: Permanent

Employment Status: Full-time

Salary Range: \$88,852 plus superannuation

Closing Date: About Us

Catholic Education, Archdiocese of Canberra and Goulburn (CECG) plays an integral role in education in the ACT and NSW, operating 56 Catholic Systemic Schools and nine Early Learning Centres.

CECG is committed to workforce diversity and creating inclusive workplaces. We welcome applications from suitable candidates from all diversity groups to support our system of schools and early learning centres in delivering quality education outcomes for the students in our care.

About St Mary MacKillop College

St Mary MacKillop College (SMMC) is a Catholic co-educational secondary College operating within the Catholic Education (Canberra & Goulburn) system, and is located on two campuses in the Tuggeranong valley. The Padua junior campus (years 7 to 9) is located in Wanniasa, and the St Peter's senior campus (years 10 to 12) is located 5 km away in Isabella. SMMC has a total of around 2060 students, and around 250 staff across both campuses.

About the Role

The Cashier & Accounts Receivable (CAR) Finance Officer position is a vital support role within the College and its community. The role is primarily responsible for the administration of the College revenue collection process. The position requires frequent communication, reporting and liaison with the College Principal, Executive, parents and carers, and Catholic Education Office.

Benefits and Opportunities A positive and collaborative workplace culture 24 weeks of paid parental leave (maternity/adoption) Up to 14 weeks of paid parental leave (paternity/non-initial primary carer leave) Support for professional development and study opportunities Opportunities to transfer to other schools within the Archdiocese across ACT and NSW to support lifestyle choice

Key Responsibilities Build positive relationships with families providing them with information relating to the College fees and expense payment processes. Ability to exhibit and exercise empathy and understanding for the experience of a parent or carer in financial difficulties and support the Fees Manager with advising them on financial relief policies and processes. Work closely with the Fees Manager and Business Manager in the interest of protecting College revenue. Liaise with Debt Collection agents for the administration and receipting of recovered monies. Responsible for the collection, security, banking and administration of cash and financial instruments received. Process requisitions for refunds and overpayments. Apply discreet and diplomatic handling of all sensitive and confidential matters. Compile and submit Debtor and other specified financial reports as required. Undertake document and records management activities.

Essential Criteria Working With Vulnerable People (WWVP) Registration Previous experience in working in an education environment will be well regarded but is not mandatory. Certificate or Diploma in, or studying towards a bookkeeping, accounting or other business-related discipline would be highly regarded, but is not essential. Proficiency in the use of the Microsoft Windows desktop computing environment, including the Microsoft Office suite Competent keyboard and typing skills and a demonstrated ability to adapt to the use of new software packages. Demonstrated knowledge of Work Health and Safety principles. The ability to prioritise tasks, manage time, plan and organise one's own work to ensure deadlines are met. The ability to exercise sound judgement, decision making and initiative. Proven ability to work cooperatively within a team environment and to also be self-directed and work autonomously without supervision. A strong professional client focus and a demonstrated

commitment to client service. Excellent verbal and written communication skills, with a proven ability to engage others with a courteous, calm and welcoming demeanour.

Support the College Vision, promoting an atmosphere where Catholic principles and practices flourish in a welcoming, diverse community. An understanding of the principles of child protection and confidentiality. Please refer to the position description for in-depth details regarding the position duties, criteria, and skill set required.

Other Eligibility Criteria You must be an Australian Citizen or Permanent Resident to be eligible to apply for this position. Appointment is subject to satisfactory employment screening for child related employment in accordance with CECG policy. **Application Process**

Applicants are required to submit a cover letter and current resume including a statement of suitability against the skills, attributes, and experience as outlined in the Position Description.

This position involves working with children. The appointment of successful applicants will be subject to satisfactory employment screening for child-related employment in accordance with CE policy.

For further information about the School please visit our website. Information about the Catholic Education Archdiocese of Canberra & Goulburn can be accessed [here](#).

Position-specific queries: Please contact Steve Wilde on or via email .

Application queries: Please contact the Recruitment team on or via email .

Who are we? Catholic Education, Canberra and Goulburn (CECG) plays an integral role in education both in the ACT and NSW, covering 88,000 square kilometres covering the whole of the ACT and extending from Pambula on the south coast, to Crookwell in the North, through to the western point of Lake Cargelligo. Operating 56 Schools and 8 Early Learning Centres Catholic Education Canberra & Goulburn is key to education of over 21,000 students within the Diocese and employing over 2,100 professionals.

As a diverse and inclusive workforce, Catholic Education offers career opportunities across the ACT and NSW regions including providing support and mentoring for graduate teachers as well as professional learning and career development programs tailored to individual needs.

Our vision Our strategic vision to deliver learning and experiences in Catholic Education that will shape a strong sense of spiritual self and wellbeing and equip students to be ethical, agile thinkers who strive to make a positive contribution in the world around them.

Actively working to build strong partnerships between the Catholic Education Office,

Schools, Students, Parents & Families and Parishes to deliver on this vision. We invite you to walk with us, to share this journey that paves the way for our children now, and in years to come, to flourish.

From early learning to College, a Catholic education provides an evidence-based academic, faith-filled learning journey.

Principals and teachers work with parents to grow happy, caring, compassionate young people.

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